

MARSHALL UNIVERSITY BOARD OF GOVERNORS

Policy No. AA-26

FACULTY PROMOTION

1 General Information:

- 1.1 Scope: Academic policy regarding the promotion of faculty through the established ranks.
- 1.2 Authority: W. Va. Code §18B-1-6
- 1.3 Passage Date: April 23, 2014
- 1.4 Effective Date: July 1, 2014. Note: Promotion eligible faculty members hired after the effective date of this policy will be governed by the guidelines set forth in this policy. Faculty members hired prior to the adoption of this policy may choose to use either the guidelines dates March 8, 2006, or the guidelines set forth in this policy, according to the guidelines in the transition document entitled “Tenure and Promotion Implementation Timeline” provided by Academic Affairs.
- 1.5 Controlling over: Marshall University
- 1.6 History: Adopted 4/5/54, Revised February 1956, January 1957, Amended 5/20/68, Revised 2/13/69-FPC, Amended 3/19/70-FPC, Revised 8/30/78-FPC, Policy Bulletin 36 Adopted by BOR on 3/12/84, Amended 5/24/88-FPC, Revised SR-92-93-(8)145(FPC), SR-93-94-2(FPC), Revised 3/5/98 Graduate Council, SR-00-01-(3)44(FPC); See SR-04-05-(12)-69 FECAHC for revised dates; See SR 04-05(36) 93 FECAHC for changes to evaluative language.

2 Policy:

- 2.1 Objectives: To establish equitable and appropriate criteria and procedures for faculty promotion through the ranks, including those related to eligibility, evaluation, and notification, and the formation of promotion policies at the college/school/library and department/division levels.

3 Definitions:

- 3.1 Promotion in rank is a reward for meritorious professional achievement. It is based on the professional qualifications of a faculty member, including performance specific to the candidate’s contractual responsibilities and duties while employed at Marshall

University. Major categories of faculty responsibilities and duties include but are not limited to:

- Teaching and Advising
- Research, Scholarship, and Creative Activities
- Service and Professional Development

- 3.2 Individual colleges/schools/library are responsible for establishing promotion criteria and procedures that determine the relative weight and impact of the various responsibilities and duties. Such criteria and procedures must be in accordance with this policy and with Marshall University Board of Governors (MUBOG) policy AA-21, Faculty Workload Policy.
- 3.3 For the purposes of this policy, the Directors of the School of Art and Design, the School of Journalism and Mass Communications, and the School of Music and Theatre of the College of Arts and Media fulfill the role of Chairs. For the purposes of this policy, the Assistant Vice President of IT and Online Learning and Libraries fulfills the role of Dean.
- 3.4 For the purposes of this policy “Chief Academic Officer” refers to the Dean of the School of Medicine, the Dean of the School of Pharmacy, or to the Senior Vice President for Academic Affairs and Provost for all other academic units.
- 3.5 The specific categories in which faculty are evaluated for promotion include the following:
- 3.5.1 Teaching and Advising responsibilities and duties may include, but are not limited to: command of disciplinary knowledge and methodology; effectiveness of classroom performance; advising load and effectiveness of academic advising; effectiveness in assessing student learning; rapport with students; contributions to curricular development, including development, promotion and delivery of off-campus academic programs, either through electronic means or conventional travel to off-campus course locations; and instructional development of faculty colleagues.
- 3.5.2 Research, Scholarship, and Creative Activities responsibilities and duties may include, but are not limited to: number, quality and importance of publications and creative productions; memberships and contributions to professional societies; professional growth and development; scholarly presentations and creative performances; and contributions to the professional development and achievement of colleagues.
- 3.5.3 Service and Professional Development responsibilities and duties may include, but are not limited to: contributions within the department/division, within the college, or university-wide; contributions to official student organizations or other university-related organizations; other work on behalf of the student body, faculty, staff or administration of the university. Service to the community includes, but is not

limited to: service on a compensated or pro bono basis to governments, to educational, business or civic organizations, or to the public; involvement as an official representative of Marshall University, or units thereof, in activities of governments and of educational, business, or civic organizations.

- 3.6 All faculty responsibilities and duties should be evaluated according to objective criteria for meritorious performance and achievement. Specific evaluative criteria should be established by college/schools/libraries and departments/divisions.

4 Criteria for Faculty Ranks:

4.1 Requirements for the Rank of Instructor

- 4.1.1 Except as noted below, the entry-level rank of instructor requires that a candidate shall have earned a master's degree at a regionally accredited college or university, or at an appropriately accredited international college or university, in a discipline appropriate to the teaching field, or has been awarded the terminal degree in a discipline appropriate to the teaching field.
- 4.1.2 In certain special areas in which professional achievement is of unusual importance, or in which personnel holding higher degrees are not available, the bachelor's degree or its equivalent may meet the minimum for the rank of instructor. These exceptions must be approved by the Chief Academic Officer.
- 4.1.3 A candidate must show promise as an effective university teacher.

4.2 Requirements for the Rank of Assistant Professor

- 4.2.1 Except as noted below, the rank of assistant professor requires that a candidate shall have earned a doctoral degree at a regionally accredited college or university, or at an appropriately accredited international college or university, in a discipline appropriate to the teaching field or has been awarded the terminal degree in a discipline appropriate to the teaching field.
- 4.2.2 In certain special areas in which professional achievement is of unusual importance, or in which personnel holding higher degrees are not available, the master's degree or its academic equivalent may meet the minimum requirement for the rank of assistant professor. These exceptions must be approved by the Chief Academic Officer.
- 4.2.3 A candidate must have had at least three complete academic years of experience as a full-time faculty member at a regionally accredited college or university, or at an appropriately accredited international college or university, or other experience deemed as equivalent by the Dean of the college/school/library, or the terminal degree from a regionally accredited college or university, or at an appropriately

accredited international college or university, in a discipline appropriate to the teaching field.

- 4.2.4 A candidate with teaching experience must have demonstrated his or her teaching professionalism and must show promise as a professional faculty member in other major areas of responsibility. Candidates without prior teaching experience must show promise as a professional teacher and as a professional faculty member in other areas of responsibility.

4.3 Requirements for the Rank of Associate Professor

- 4.3.1 A candidate must have earned the doctoral degree at a regionally accredited college or university, or at an appropriately accredited international college or university, in a discipline appropriate to the teaching field, or have been awarded the terminal degree in a discipline appropriate to the teaching field. Exceptions to the degree requirement may be made for exceptional scholarly or creative accomplishments and/or promise only if the appropriate college/school/library committee so recommends. These exceptions must be approved by the Chief Academic Officer.

- 4.3.2 A candidate without an appropriate terminal degree must have had at least seven complete academic years' experience as a full-time faculty member of which at least five complete academic years must be at the assistant professor rank at a regionally accredited college or university, or at an appropriately accredited international college or university, or other experience deemed as equivalent by the Dean of the college/school/library. In other words, during the sixth year as an assistant professor, a candidate may apply for promotion in academic rank.

- 4.3.3 A candidate with an earned terminal degree in a discipline appropriate to the teaching field must have had at least five complete academic years of experience at the rank of assistant professor as a full-time faculty member at a regionally accredited college or university, or at an appropriately accredited international college or university, or other experience deemed as equivalent by the Dean of the college/school/library prior to application for promotion. In other words, during the sixth year as an assistant professor, a candidate may apply for promotion in academic rank.

- 4.3.4 A candidate must have demonstrated exemplary performance in either Teaching and Advising or in Research, Scholarship and Creative Activities, and professional performance and achievement in all other areas of responsibility.

4.4 Requirements for the Rank of Professor

- 4.4.1 A candidate must have earned the doctoral degree in a discipline appropriate to the teaching field from a regionally accredited college or university, or an appropriately accredited international college or university, or have been awarded the terminal degree in a discipline appropriate to the teaching field. Exceptions to the degree

requirement may be made for exceptional scholarly and creative accomplishments and/or promise only if the appropriate college/school/library committee so recommends. These exceptions must be approved by the Chief Academic Officer.

- 4.4.2 A candidate must have had at least five complete academic years of experience in the rank of associate professor at a regionally accredited college or university, or at an appropriately accredited international college or university, or other experience deemed as equivalent by the Dean of the college/school/library at the time of application for promotion. In other words, during the sixth year as an associate professor, a candidate may apply for promotion in academic rank.
- 4.4.3 A candidate must have demonstrated exemplary performance in at least two areas of responsibility and professional performance and achievement in all other areas of responsibility. These areas include but are not limited to: Teaching and Advising; Research, Scholarship and Creative Activities; and Service and Professional Development.
- 4.5 Units with full-time, non-tenure-track clinical faculty or library faculty may develop separate promotion criteria and procedures in consultation with the relevant Chair(s) and Dean, and the Chief Academic Officer.

5 Annual Consideration for Promotion:

- 5.1 All persons with the rank of instructor, assistant professor or associate professor who teach in one academic year at least one class in the university and who are employed full-time are entitled to annual consideration for promotion to a higher rank, provided that they have met the criteria for minimal levels of educational attainment and years of faculty experience outlined in this policy.
- 5.2 Only faculty members who have been granted tenure, under the procedures outlined in MUBOG Policy AA-28, Faculty Tenure, are eligible for consideration of promotion in academic rank. If promotion and tenure are applied for on the same schedule, the final tenure decision will be made before the final promotion decision; failure to be granted tenure will result in a negative promotion decision.
 - 5.2.1 Full-time, non-tenure-track faculty members governed by criteria and procedures established under section 4.5 of this policy are exempt from section 5.2 of this policy.
- 5.3 The year in which a faculty member is eligible for promotion will be an explicit and written part of that faculty member's initial offer of employment. Negotiated time consideration for promotion must be specifically documented in this letter, which must be included in the promotion application. In cases of extraordinary faculty member accomplishments, or the documented promise of extraordinary faculty member accomplishments, or the needs of the college/school/library, that date can be renegotiated, and promotion applied for at the renegotiated time. The faculty member, the Chair of the

faculty members' department/division, or the Dean of the faculty member's college/school/library may initiate the renegotiation. Any renegotiated date must be approved by the Chief Academic Officer.

6 Promotion Process:

- 6.1 Each college/school/library and department/division or equivalent units will develop written guidelines outlining procedures and performance criteria for promotion. All such guidelines must be consistent with relevant Higher Education Policy Commission and MUBOG policies, including but not limited to MUBOG AA-28, Faculty Tenure and MUBOG AA-21, Faculty Workload. College/school/library promotion guidelines must be approved by the Dean in consultation with his/her faculty. Department/division promotion guidelines must be approved by the Dean. College/school/library and department/division promotion guidelines must be approved by the Faculty Senate's Faculty Personnel Committee and the Chief Academic Officer.
 - 6.1.1 College/school/library promotion guidelines may permit department/division promotion guidelines to include provisions for external reviews of a candidate's application, or prohibit such reviews. If external review is mandated for a department/division, it must be used for all applications for promotion from that department/division. The selection of external reviewers must be collaborative: the appropriate department/division committee and the candidate will submit potential reviewers' names and qualifications; the selection of final reviewers must be agreed to by both parties. If agreement is not possible, the college/school/library Dean or Dean's designee will have final authority to choose external reviewers from the names submitted.
- 6.2 Normally, a faculty member is responsible for initiating his or her application for promotion. However, a department/division Chair or a department promotion committee may initiate a proposal for the promotion of any member of the department or division. Proposals for the promotion of a department/division Chair may be initiated by himself or herself, by a department/division committee or by the Dean of his or her college/school/library.
 - 6.2.1 A candidate for promotion will submit an application by the established deadline to the department/division Chair.
 - 6.2.2 If the candidate holds graduate or associate graduate faculty status, the department/division Chair will give the Dean of the Graduate College an opportunity to provide to the departmental committee any information that may have bearing upon the application.
 - 6.2.3 No person, including the applicant, may present information verbally to any reviewing person or committee; any such information must be in written form.
 - 6.2.4 A faculty member may withdraw his or her application for promotion at any time during the promotion process.

- 6.2.5 Beginning with departmental committee level and continuing thereafter through each step of the decision-making process, the candidate shall be informed in writing by the committee chair or administrator responsible for that step of any recommendation to deny promotion; this notification must give a rationale for the recommendation.
- 6.2.6 The department/division Chair will forward the promotion application to the appropriate department/division committee. The committee will prepare a written recommendation with respect to the qualifications of the candidate for promotion and submit it with the application to the department/division Chair. No items other than recommendations as outlined below may be added or deleted from the application after this point.
- 6.2.7 The department/division Chair will prepare a written recommendation with respect to the qualifications of the candidate for promotion and submit it with the application to the college/school/library Dean by February 15.
- 6.2.8 The Dean will submit all applications and recommendations to the appropriate college/school/library committee. Such committee must have representation from each department/division of the college/school/library unless a department or division has no tenured faculty members. The committee will evaluate each candidate for promotion and submit a written recommendation for each candidate, along with all materials received, to the Dean.
- 6.2.9 Upon receipt of recommendations by the college/school/library committee, the Dean will prepare a written recommendation for each candidate. The Dean will submit his or her recommendations and those of the college committee, the department/division Chairs and department/division committees along with all materials received to the Chief Academic Officer by March 25.
- 6.2.10 The Chief Academic Officer will prepare a written recommendation for each candidate and submit it together with all of the recommendations and application materials received from the Deans to the President by April 22.
- 6.2.11 The Promotion decision will result from action by the President at the conclusion of the promotion process. The President will prepare a list of those promoted and send an informational copy to the chairperson of the Faculty Senate Faculty Personnel Committee by April 30.
- 6.2.12 The President will inform by letter all candidates for promotion of his or her decision by April 30. An applicant denied promotion will be provided a statement of reasons for the action by this date.
- 6.2.13 All application materials, including recommendations, will be returned to each candidate at the end of the promotion process. All application materials and

promotion decisions and deliberations shall be considered confidential except for circumstances in which a legal “need-to-know” basis has been established. External reviews of a candidate’s application will only be returned in the case of a legal “need-to-know” and following a written request from the candidate to the Chief Academic Officer. The Chief Academic Officer may retain one copy of all application materials for archival purposes; no other copies may be made or retained without the written permission of the candidate.

6.2.14 The entire promotion process must adhere to the university’s time guidelines and conclude no later than April 30. Should the due dates fall on a non-business day, documents will be due on the next business day.

6.2.15 An applicant denied promotion by the President may file a grievance.

7 Assessment:

7.1 To ensure that the objectives of this policy are being met, each department/division and college/school/library will conduct reviews of its promotion policies and procedures at least once every three years. Modifications to improve the policy’s accuracy, clarity, usefulness, and other factors found relevant, should be instituted. The Faculty Senate’s Faculty Personnel Committee will conduct a review of this policy at least once each five years, and recommend any changes it deems necessary to ensure that the objectives of this policy are being met.