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Approved by Cabinet: ~~105~~-16; 10-14-2020
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	<p>The responsible dean or President may solicit recommendations from other academic administrators or faculty with knowledge of the applicant's performance.</p> <p>By May 31 or upon final approval of the budget, the President will notify the applicant in writing of the decision.</p>
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Appeal Process

Per Series 9, Section 15, faculty member wishing to grieve or appeal any action of the institution or governing board may utilize the procedures set out therein.

Qualifications for Promotion in Faculty Rank

Eastern West Virginia Community and Technical College employs fulltime faculty with one of two indications of status:

- 1.! Term faculty: All regularly employed fulltime faculty are employed as "term" faculty with appointments of one to three year terms. Fulltime term faculty are eligible for reappointment. Term faculty are appointed to faculty rank and are expected to carry out all responsibilities of fulltime faculty, and are eligible for promotion and all other employment benefits except tenure or tenure status.
- 2.! Temporary faculty: Faculty who are employed to teach on a fulltime basis normally to

RANK	DEGREE/CREDENTIALS	PROFESSIONAL DEVELOPMENT	YEARS OF SERVICE
Instructor OR Instructional Specialist (Initial appointment for full-time faculty)	Master's degree with 18 graduate hours in the discipline OR Bachelor's degree and 3 years trade experience OR Associate degree and 6 years trade experience OR Trade Credentials equivalent to Associate's degree		
Assistant Professor OR Assistant Professor Instructional Specialist	Master's degree OR Bachelor's degree and Trade Credentials OR	Instructor Level + 15 approved professional development hours	3 full-time years teaching in the field at the college level

Professor OR Professor Instructional Specialist

An earned Doctorate degree with 18 graduate hours in the discipline

OR

An earned Master's degree with 18 graduate hours in the discipline and one of the following:

- Additional 18 graduate hours

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approval before they will be considered for faculty promotion. Evidence of approval of the professional development must be submitted with the application for promotion.

Faculty not meeting the minimum qualifications for each rank are ineligible for promotion. Minimum qualifications for appointment or advancement to each of the ranks are established as follows:

Instructor OR Instructional Specialist

1.1 Education

- 1.1.1 For academic disciplines, a master's degree in the discipline or a degree in a reasonably related discipline plus eighteen graduate level credits in the discipline.
- 1.1.2 For disciplines in which a master's/bachelor's is not generally expected (disciplines in specialized technical, trade or industrial fields), a bachelor's degree and three years of professional experience directly related to the faculty member's assignment or an associate degree and six years of professional experience directly related to the faculty member's assignment.
- 1.1.3 Faculty not meeting the minimum educational qualification for the rank of instructor may be classified as lecturer or senior lecturer per Series 9.

1.2 Experience

- 1.2.1 Academic transcripts and documented recommendations that indicate a potential for successful performance as an Eastern faculty member. This rank should be considered an initial rank for full-time faculty.

Assistant Professor OR Assistant Professor/Instructional Specialist

1.1 Education

- 1.1.1 For academic disciplines, a master's degree in the discipline or a degree in a reasonably related discipline which includes eighteen graduate level credits in the discipline is required.
- 1.1.2 For disciplines in which a master's/bachelor's is not generally expected (disciplines in specialized technical, trade or industrial fields), a minimum of bachelor's degree and/or trade credentials are required.
- 1.1.3 A combination of fifteen (15) additional graduate hours, or approved professional development, or continuing education units (CEUs) or professional certifications per industry standards are required. (As approved through A.R. 5.14 Evaluation of Full-time Faculty Evaluation and advances teaching capabilities). Those faculty making application from other institutions must provide comparable documentation.

1.2 Teaching Experience

- 1.2.1 Three years of successful college level teaching faculty experience are required as evidence through A.R. 3.4 Faculty Instructional Evaluation Regulation.
- 1.2.2 Teaching experience as an adjunct faculty for Eastern may be converted to full-time experience by applying 30 credit hours teaching to equal one year of full-time experience.

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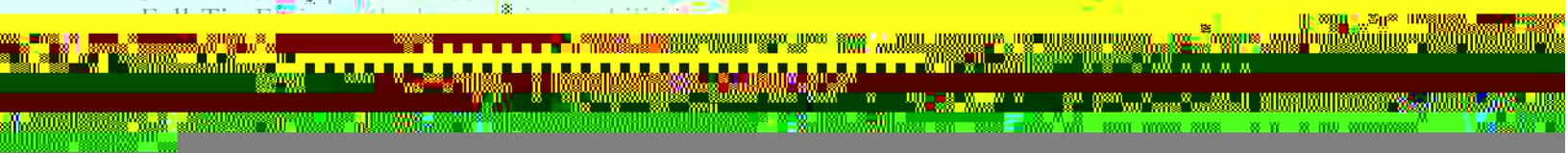
experience. A maximum of 1 year converted teaching hours can be applied. All adjunct teaching must be for Eastern.

1.3 Professional Experience

1.3.1 Significant professional contributions to Eastern WVCTC are expected as evidenced through A.R. 5.14 Evaluation for ~~Full~~ Faculty Regulation.

1.3.2

per industry standards are required (As appropriate)



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Appendix A

Eastern West Virginia Community and Technical College
Faculty Application for Promotion

Section I

Name of Candidate: _____

Department and Discipline _____

Date of Initial Appointment: _____

Faculty Rank at Time of Initial Appointment: _____

Current Faculty Rank: _____

Date of Last Promotion (if applicable): _____

Faculty Rank Applying For: _____

Total years completed as a fulltime faculty member at EWVCTC: _____

Date Degree Conferred: _____

Section III: Committees Served On (since last application) List year served and capacity (i.e. Facilitator, committee member, member on subcommittee or committee task force)

Committee Served	Dates of Services	Capacity

Education/Professional Development completed since Award of last rank. Description must be in keeping with standards defined for faculty rank for which you are applying.

(Attach additional pages if necessary)

All professional development hours must be prior approved by the Dean of Teaching and Learning, Associate Dean of Workforce or Division Chair. The professional development hours must be related to the position, benefit the organization, and be submitted in advance for approval before they will be considered for faculty promotion. Evidence of approval of the professional development must be submitted with application for promotion.

Date of Activity	Name of Activity	Sponsor of Activity	Length of Activity	Description of Activity	Educational OR Professional

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Approved by LOT: ~~1017-16~~; 9-30-20
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Form #1 (20% of the total score)

- 1.! Commitment to College Mission, Vision, Values
- 2.! Service to College
- 3.! Service to Profession
- 4.! Service to Community

Each activity in this category must be completed since the last date of application for most recently attained promotion (or date of hiring).

Evaluate the applicant based on:

- o! Service as an officer on a standing college committee
- o! Faculty Assembly service (e.g. President of Faculty Assembly, Secretary, Active member of the assembly, Active participation in assembly meeting)
- o! Distinguished service to a campus organization (e.g. Major contributor to the college Award)
- o! Help with applying for grants and implementation of grants for College programs not done on release time
- o! Research study, designed and completed for College use, at any level
- o! Publication to be used at Eastern College (e.g. book, manual, articles, journals)
- o! Presenter at workshops/seminars at the College
- o! Service on advisory or steering, or in selection committee for an academic program of Eastern
- o! Service to the College as a volunteer
- o! Creation of new courses or programs

Below is additional information that should be considered when evaluating the applicant for extra service to College, service to profession and service to community:

Evaluation Component	Completed			Comments
	Yes	No	NA	
Service to the College, profession and community				
Attends faculty meetings (department and College), faculty orientation, and faculty development.				
Serves on department and College committees.				

Promotes College (cm)4(t)9(s)9(i) |

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Evaluation Component

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B: Professional Development Outside of Eastern College

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/100

Form #4 (35% of the total score)

Students' Evaluation of the Faculty

- ✖ The students' evaluations (IDEA surveys, etc.) will be presented to the committee for evaluation by the department chair after ~~from~~ one, two and three are graded
- ✖ Surveys with less than five students should not be included
- ✖ Students' comments should not be included

On a scale of 1-100, how would you rate this applicant regarding Students' Evaluation of the Faculty?

/100

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PROMOTION EVALUATION COMMITTEE
 CANDIDATE SCORESHEET

Name of Candidate: _____

Total Points for Each Section X Percentage of Score = Total Score

OVERALL TOTAL is sum of Form Total.

Form Number	Total Points for Section X	Percentage	=	Total
Form #1 Commitment to College, Vision, Values		.20		
Form #2 Instruction & Curriculum Development		.35		
Form #3 Professional Growth & Training		.10		
Form #4 Students' Evaluation of Faculty		.35		

TOTAL SCORE _____

COMMENTS:

Signature of Committee Member _____ Date: _____

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