

**Eastern West Virginia Community & Technical College
Board of Governors
Policy No. BP-5.13**

Title: Academic Rank for Full-time Faculty Policy

SECTION 1: GENERAL

- 1.1 Scope: The Academic Rank for Full-time Faculty Policy defines the guidelines to assign rank and determine promotion for full-time faculty at Eastern West Virginia Community and Technical College.
- 1.2 Authority: Title 133, Joint Procedural Rule of the West Virginia Higher Education Policy Commission and WV Council for Community and Technical Colleges, Series 9, Academic Freedom, Professional Responsibility, Promotion and Tenure
- 1.3 Effective Date: Fall 2009; REVISED 3/18/2020

SECTION 2: DEFINITIONS

2.1 Full-time Faculty: This term refers to employment as a faculty member for a full academic year (at least a nine month contract basis) for fifteen credit hours instructional load per semester or at least thirty credit hours instructional load per academic year or the equivalent of teaching and/or administrative responsibilities. Full-time faculty are employed for a full academic year based on a twelve month, ten month or nine-month contract.

2.2 Term faculty: All regularly employed full-time faculty are employed as “term” faculty with appointments of one- to three year terms. Full-time term faculty are eligible for re-appointment. Term faculty are appointed to faculty rank and are expected to carry out all responsibilities of full-time faculty and are eligible for promotion and all other employment benefits except tenure or tenure status.

SECTION 3: RATIONALE

The Academic Rank for Full-time Faculty Policy assures that equitable rank and promotion practices are applied to full-time faculty regardless of discipline and/or department.

SECTION 4: GUIDELINES

A professional rank system requires criteria by which to distinguish the ranks. The following provides a consistent set of guidelines for determining rank and promotion for full-time faculty.

- Faculty eligible for advancement or appointment shall be advanced or appointed to one of the following ranks: Instructor or Instructor Instructional Specialist, Assistant Professor or Assistant Professor Instructional Specialist, Associate Professor or Associate Professor Instructional Specialist, or Professor or Professor Instructional Specialist. Yearly contracts will indicate a faculty member's specific rank as one of the ranks listed above. Years in rank will also be recorded on the same contracts.

- Promotion in rank will not be granted routinely or automatically because of length of service. Neither will promotion be denied capriciously. Requests for granting of promotion will be evaluated on the basis of the following five areas of performance. Meeting the five areas of performance listed below does not automatically guarantee faculty promotion. Promotions may or may not be granted at the discretion of those involved in the approval process based on satisfactory faculty evaluation, institutional budgetary constraints, or other considerations.
 - Degree or appropriate credentials
 - Teaching excellence as evidenced by the instructional evaluation process
 - Professional growth as evidenced by the Full-time Faculty Evaluation Regulation
 - Evidence of commitment to the profession and the College as evidenced by the Full-time Faculty Evaluation Regulation
 - Attainment of defined level of experience as established in this policy.

RANK	DEGREE/CREDENTIALS	PROFESSIONAL DEVELOPMENT	YEARS OF SERVICE
Instructor OR Instructor 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 Trade Credentials equivalent to Bachelor's degree	Instructor Level + 15 approved professional development hours	3 years full-time years teaching in the field at the collegiate level.
Associate Professor OR Associate Professor Instructional Specialist	Master's degree with 18 graduate hours in the discipline OR Bachelor's and Trade Credentials	Assistant Professor level + an additional 15 approved professional development hours (total 30 professional development hours)	6 years including 3 full- time years at Eastern
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: <ul style="list-style-type: none"> • Additional 18 graduate hours beyond master's degree • Minimum of six years of service as associate professor 	Associate Professor level + an additional 15 approved professional development hours (total of 45 professional development hours)	9 years including 6 full- time years at Eastern

Approved Faculty Assembly: 10-14-16
Approved by LOT: 10-17-16
Approved by Cabinet: 10-25-16

The above information serves to replace the previous chart. Approved by Cabinet October 25, 2016. Indicated in AR-5.15 Rank and Promotion for Full-Time Faculty.

Implementation of this policy is defined in the Rank and Promotion Regulation for Fulltime Faculty.



Board of Governors, Chair

8-5-2020
Date

Approved by IET: 2/26/2020
Approved by Cabinet: 3/10/2020
Approved by the Board of Governors: 3/18/2020