

PROMOTION-IN-RANK

APPLICATION PACKET

River Parishes Community College

Form A

Form B

Rank and Promotion Policy

Timeline

Flowchart

**VERIFICATION OF ELIGIBILITY FOR PROMOTION
Part A of Application**

Applicant's Name _____

Division _____ Date _____

Minimum Time-in-Rank Eligibility Requirement

Present Rank _____

Exact Date of Last Promotion (or Hiring) at RPCC _____
(Attach documentation)

Minimum Annual Evaluation Eligibility Requirement

To be eligible for promotion, a Faculty member must have earned "Meets Expectation" (2.50 – 3.49) or above on his/her Annual Evaluation for the last three consecutive years.

Year 1 _____ Year 2 _____ Year 3 _____

Professional Preparation Eligibility Requirement

Teaching Discipline _____

Highest Degree _____
(Attach transcripts)

General Education areas only:

Number of Graduate Semester Hours in Discipline _____

Signature of Applicant

Date

The applicant meets the minimum Time-in-Rank and Professional Preparation Eligibility requirements.

_____ Yes _____ No

Signature of Vice Chancellor of Academic Affairs

Date

APPLICATION FOR PROMOTION-IN-RANK

**SUMMARY AND DOCUMENTATION
OF ACCOMPLISHMENTS SINCE LAST SUBMISSION OR DATE OF
HIRING
Part B of Application**

Name _____

Division: _____

Department _____

Instructions to applicant:

1. Complete the Verification of Eligibility for Promotion Form (Part A) and submit it to the Vice Chancellor of Academic Affairs
2. Part B of the Application (Summary and Documentation of Accomplishments since Last Submission or Date of Hiring) should then be completed and submitted to the Vice Chancellor of Academic Affairs. NOTE: An applicant must include electronic copies of Part A and B in the parent folder of the final ELECTRONIC portfolio (e-portfolio) submission.

To complete Part B the Applicant must:

1. Prepare an ELECTRONIC portfolio of all information to be considered for promotion. The Office of Academic Affairs will provide information in writing on how and where to upload electronic portfolio documentation.
2. This portfolio should be organized in a manner consistent with Section V of the Rank and Promotion Policy. The applicant must include a table of contents or directory in each individual folder (VB1a, VB1b, VB1c, VB1d, VB2, VB3, VB4) with a short explanation of each item and the points expected for each one.
3. All parts are mutually exclusive of each other, i.e., once an activity has been listed in one part, it may not be listed in any other part.
4. The Office of Academic Affairs will provide applicants with an electronic scoresheet to complete that indicates the requested points under each part. This scoresheet must be placed in the parent folder of the e-portfolio submission.
5. All e-portfolios must be submitted to the Rank and Promotion Committee in accordance with the instructions provided by the Office of Academic Affairs by the semester deadline to be considered for promotion. Late portfolios or portfolios that fail to follow the explicit directions above will NOT be considered for promotion.

Signature of Applicant

Date

RIVER PARISHES COMMUNITY COLLEGE RANK AND PROMOTION POLICY

TITLE: Faculty Rank and Promotion
EFFECTIVE DATE: August 15, 2022

POLICY STATEMENT

Faculty Rank

The Chancellor, upon approval of the LCTCS Board, has the final authority for granting or denying promotion-in-rank. Rules of the LCTCS Board are adhered to in all recommendations for promotion. Promotions approved during one academic year will become effective at the beginning of the contract for the next academic year. All recommendations for promotion are the result of the evaluation selection process, specific guidelines contained in this document, limitation on assignments of ranks and within the funds allocated for promotion.

Procedures and Specific Information

I. Purpose

The purpose of promotion-in-rank is to provide eligible Faculty with academic rank as an acknowledgment for exceptional teaching, learning, and service to the college and community.

II. Scope and Applicability

This policy and procedures document applies to all full-time faculty. It does not apply to faculty who are employed on limited appointments or adjunct faculty members.

III. Specific Guidelines

- A.** Administrators may earn rank as members of an academic discipline by following the eligibility requirements delineated below.
- B.** Prior to the beginning of the promotion process, the college may establish and announce a maximum number of promotions that will be granted during an academic year based on allocated funding.
- C.** For the purposes of this policy, a year runs from the first day of the fall semester through the day before the succeeding fall semester, unless otherwise indicated.

IV. Eligibility Requirements

A. Minimum Time-in-Rank Eligibility

To be eligible for promotion, a faculty member must have completed a minimum of three years (six semesters, not including summer) of full-time continuous service in existing rank at River Parishes Community College and/or another institution under the management of the LCTCS Board.

An application for promotion may be submitted at the beginning of the fourth year of employment in one's present rank, in accordance with the established timeline for submitting applications.

B. Minimum Annual Evaluation Eligibility

To be eligible for promotion, a faculty member must have earned "Meets Expectations" (2.50-3.49) or above on his/her Annual Evaluation for the last three consecutive years.

C. Professional Preparation for Promotion

Promotion to the rank of Assistant Professor, Assistant Technical Professor, Associate Professor, Associate Technical Professor, Professor, and Technical Professor is awarded for substantial achievement in the areas of teaching, professional growth, service to the college and community, and significant contributions to one's discipline

These minimum rank qualifications must be met in every recommendation regarding appointment to academic rank and for promotion in academic rank, or in requested exceptions as provided in the note below. Faculty must demonstrate minimum criteria to be eligible for promotion in rank. Promotion must be sequential in each rank.

1. a. Instructor to Assistant Professor

- Hold a Master's Degree in his/her field with at least 18 graduate semester hours in the discipline.
- Three years of full-time experience at the instructor rank at RPCC.
- Give evidence of competence as a college instructor.
- Provide evidence of service on one or more College Committees.
- Demonstrate positive involvement in either professional or community activities.

b. Technical Instructor to Assistant Technical Professor

- Hold an Associate Degree or equivalent in teaching or related field. An associate degree equivalent is
 - 64 college credit hours OR
 - 3.5 years of field related work experience plus a certification, apprenticeship, licensure, etc. in teaching field.

- Complete at least two years of full-time, field related work experience.
- Three years of full-time experience at the Technical Instructor rank at RPCC.
- Give evidence of competence as a college instructor.
- Provide evidence of service on one or more College committees.
- Demonstrate positive involvement in either professional or community activities.

2. a. Assistant Professor to Associate Professor

- Hold a Doctorate in his/her field or hold a Master's Degree plus 18 additional graduate semester hours in his/her primary field or in a secondary field;
- Complete five years of full-time college experience, three of which must have been at the Assistant Professor level at RPCC.
- Give evidence of the capacity to teach at a consistently satisfactory level.
- Give evidence of superior service in such areas as scholarship, leadership in a professional organization and community activities.

b. Assistant Technical Professor to Associate Technical Professor

- Hold a Bachelors Degree or equivalent with 12 semester hours in teaching field. An equivalent is:
 - 128 College Credit Hours OR
 - 14,000 hours or 7 years of full-time, field related work experience plus a certification, apprenticeship, licensure, etc. in teaching field.
- Complete at least 2 years of full-time field-related work experience
- Complete five years of full-time college experience, three of which must have been at the Assistant Technical Professor level at RPCC.
- Give evidence of the capacity to teach at a consistently satisfactory level.
- Give evidence of superior service in such areas as scholarship, leadership in a professional organization and community activities.

3. a. Associate Professor to Professor

- Hold an earned Doctorate or terminal degree in his/her area of primary responsibility and complete nine years of full-time college teaching experience, three of which must have been at the Associate Professor level at RPCC.
 - Faculty who hold a Master's Degree plus an additional 30 graduate semester hours will be eligible after one additional year of full-time experience at the Associate Professor level.
 - Faculty who hold a Master's Degree plus an additional 18 graduate semester hours will be eligible after two additional years of full-time experience at the Associate Professor level.
- Demonstrate ability to work constructively with the junior members of the faculty and to assume a leadership role in the work of the College.

- Give evidence of meritorious service to the College beyond those duties directly associated with classroom instruction.
- Give evidence of outstanding service in such areas as scholarship, leadership in professional organizations and community activities.

b. Associate Technical Professor to Technical Professor

- Hold a Master’s Degree or a Bachelors degree plus any combination of graduate education or teaching experience above the 10 years equivalent to 60 graduate credit hours:
 - Two years of each additional teaching experience equals 15 graduate credit hours.
 - A maximum of 4 years of teaching experience (the equivalent of 30 graduate hours) may be substituted.
- Complete at least 2 years of full-time field-related work experience
- Complete nine years of full-time college experience, three of which must have been at the Associate Technical Professor level at RPCC.
- Demonstrate ability to work constructively with the junior members of the faculty and to assume a leadership role in the work of the College.
- Give evidence of meritorious service to the College beyond those duties directly associated with classroom instruction.
- Give evidence of superior service in such areas as scholarship, leadership in a professional organization and community activities.

V. Point System and Criteria for Promotion

A. Point System

The purpose of the Promotion Committee is to recommend Faculty members for promotion who exemplify high quality performance. The promotion cycle begins on the official first day of the fall semester and runs through summer until the day prior to the official start of the next fall semester. To be eligible, applicants must earn a minimum number of points awarded by the Promotion Committee. Applicants are awarded points based on documentation of their accomplishments and achievements. Points must be earned based upon activities conducted since the candidate’s most recent portfolio submission or date of hiring, whichever is most recent.

Instructor to Assistant Professor	Minimum of 75 points
Technical Instructor to Assistant Technical Professor	Minimum of 75 points
Instructor to Assistant Professor (Non-Teaching Faculty)	Minimum of 30 points
Assistant Professor to Associate Professor	Minimum of 80 points
Assistant Technical Professor to Associate Technical Professor	Minimum of 80 points
Assistant Professor to Associate Professor (Non-Teaching Faculty)	Minimum of 32 points
Associate Professor to Professor	Minimum of 85 points
Associate Technical Professor to Technical Professor	Minimum of 85 points
Associate Professor to Professor (Non-Teaching Faculty)	Minimum of 34 points

B. Criteria for Evaluation of Achievements

Faculty members applying for promotion in rank will be evaluated on performance and accomplishments as described in this document. Substantial documentation is required for all stated activities.

Each performance category carries a range of points to be awarded. Parts are mutually exclusive of each other. Once an activity has been listed in one part, it may not be listed in any other part.

The following is a description of the four categories in which candidates will be evaluated:

1.Evidence of Exemplary Teaching (0-60 points)

This section requires an evaluation of the teaching activities of the applicant. Each statement of work must be accompanied by substantial documentation.

- a. Development of courses, service-learning assignments, and programs
 - Developed, obtained approval, and taught an online, hybrid, or synchronous course (10 points per course)
 - Developed a new course or resurrected a dormant course and obtained Curriculum Committee approval (5 points per course)
 - Developed a service-learning assignment within a course. A service-learning assignment is a graded assignment that involves students participating in unpaid community service that in the process leads to the attainment of learning objectives for the course (2 points per service-learning assignment)
 - Developed or assisted with development of a new program that has been approved by the Curriculum Committee (20 points per program)
 - Created a master course. A master course is a course that has been adopted by an entire department (10 points per master course)
- b. Received a teaching honor or award from LCTCS, RPCC, or a professional organization (5 points per honor or award)
- c. Student Evaluations - This assessment shall be based on summary reports of student evaluations (as recorded on Question 10: overall quality of instruction) for the last three consecutive years. To produce these reports, applicants must use their student evaluations from the last three years to complete the Excel worksheet entitled "Student Evaluation Score Sheet for Promotion Packet," which will be provided by the Office of Academic Affairs. The completed form should then be placed in the parent folder of VB1c.

Excellent	4.50 – 5.00	10points per year
Good	3.50 – 4.49	7 points per year
Average	2.50 – 3.49	4points per year
Fair	2.00 – 2.49	1 point per year
Poor	less than 1.50	0 points per year

d. Classroom Observations- This assessment shall be based on the average score received on classroom observations for the last three consecutive years. Applicants should add their average scores from the last three years of observations and divide that number by three. Copies of the last three consecutive years of classroom observations should be placed in the parent folder of VB1d.

Excellent	4.00 – 5.00	10 points
Good	3.00 – 3.99	7 points
Average	2.00 – 2.99	4 points
Fair	1.00 – 1.99	1 point
Poor	less than 0.99	0 points

2.Commitment to Continuing Professional Development (0-15 points)

This section requires an evaluation of the professional development activities of the applicant. Each statement of work must be accompanied by substantial documentation.

- Study at the undergraduate or graduate level in one’s discipline or related area as determined by the Promotion Committee (4 points per completed course). Official transcripts must be included in the VB2 folder.
- Attended non-mandatory workshops, training, and seminars in the discipline area or areas related to primary responsibility. Such development activities may be hosted by River Parishes Community College or any other entity. Workshops, training, or seminars are defined as educational activities focused on providing new information on one particular subject. These activities may be delivered face-to-face or online (one half point per hour for each appropriate workshop, training, or seminar). Applicants must provide evidence of the number of hours of these activities.
- Attendance at state, regional, or national professional organization conference. A professional organization is an organization dedicated to a specific profession, industry, or discipline. This includes the annual LCTCS conference (one half point per hour of attendance)
- Member of state, regional, or national organization in one’s discipline (one half point per year of membership per organization)

3. Service to the College and Community (0-20 points)

This section requires an evaluation of the service activities of the applicant. Each statement of work must be accompanied by substantial documentation.

- Served on more than 2 institutional service committees per academic year as approved by the Vice Chancellor. Institutional service committees are those committees which faculty are assigned to on an academic year basis. All full-time faculty, as part of their contract, serve on a minimum of 2 institutional service committees per academic year. Faculty who serve on more than 2 institutional service committees may earn points towards promotion (2 points per committee per academic year)
- Served as Principal Investigator (PI) or Co-Principal Investigator (Co-PI) on a grant submission as approved by the Vice Chancellor and not prepared on reassigned time (5 points per submission)
- Served as Principal Investigator (PI) or Co-Principal Investigator (Co-PI) on a grant that was funded and implemented, not completed on reassigned time (10 points per grant)
- Assisted with the implementation of a grant, not on reassigned time (2 points per grant)
- Developed course materials (books/manuals/handbooks), not produced on reassigned time, used solely by the College (3 points each)
- Participated in documented student recruitment activity outside of Recruiting Committee assignments (1 point per activity)
- Presented at workshops/seminars at the College, not produced on reassigned time (1 point per presentation)
- Service, on behalf of the College, to a civic/philanthropic organization (1 point per civic/philanthropic organization per year)
- Service, on behalf of the College, at a demonstration or exhibition as a presenter/demonstrator (2 points per presentation/demonstration) or judge (1 point per event)
- Served on an advisory, steering, or selection/interview, or promotion in rank committee, or any other appointed ad hoc committee for River Parishes Community College (2 points per committee)

4. Work of Significance to Profession or Primary Discipline (0-5 points)

This section requires an evaluation of the scholarly activities of the applicant. Each statement of work must be accompanied by substantial evidence.

- Author of a published book focused on area of responsibility and published by recognized professional group or educational publishing company, financed by an entity other than the individual or River Parishes Community College (5 points each)
- Author of a published book chapter on area of responsibility and published by a recognized professional group or educational publishing company, financed by an entity other than the individual or River Parishes Community College (3 points each)
- Author of professional article published in a peer-reviewed journal (2 points each)
- Serving as an editor of a book or peer-reviewed journal on area of responsibility and

published by recognized professional group or educational publishing company, financed by an entity other than the individual or River Parishes Community College (5 points each)

- Creative work performed or accepted by juried competition (1 point each state presentation, 2 points each regional presentation, 3 points each national presentation)
- Presentation/seminar given at state, regional or national conference (1 point per state presentation, 2 points per regional presentation, 3 points per national presentation)
- Research study, instructional material, or training guide designed and completed for use outside the College (3 points each)
- Serving as an officer within a state, regional, or national professional organization (1 point for state, 2 points for regional, 3 points for national)
- Serving on a committee of a state, regional, or national professional organization (1 point per committee)

VI. Composition of Committees

A. Promotion Committee

Committee members are appointed by the Chancellor. To be eligible to serve on the Committee, a faculty member must meet the following criteria:

1. Be employed as a full-time faculty member (not a limited appointment);
2. Hold rank of Assistant Professor/Assistant Technical Professor or higher and complete three years of full-time employment as a faculty member at River Parishes Community College;
3. Not be an applicant for promotion during the academic year in which he/she serves on the Committee; and
4. Not have served on the Promotion Committee both of the previous two consecutive years.

B. The Promotion Committee will be composed of the Vice Chancellor of Academic Affairs and five faculty members to be assigned by the Chancellor. The Vice Chancellor will have an ex-officio role and will serve as a resource to the committee regarding the implementation, interpretation, and consistent application of the policy. If the Vice Chancellor is a candidate for promotion, the Chancellor shall appoint a senior member of the faculty to serve in this position. The Vice Chancellor will call the first meeting of the Promotion Committee at which time the chair of the committee will be elected. No member will serve as Chair of the committee for more than two consecutive years.

C. Promotion Appeals Committee

The members of the Promotion Appeals Committee will be full-time faculty members who have not served on the Promotion Committee during that academic year (when possible). The Vice Chancellor will have an ex-officio role and will serve as a resource to the committee regarding the implementation, interpretation,

and consistent application of the policy. The committee should be composed of at least five faculty members who meet the following criteria:

1. Be employed as a full-time faculty member (not a limited appointment);
2. Hold rank of Assistant Professor/Assistant Technical Professor or higher and complete at least three years of full-time service as a faculty member. (If there is not sufficient faculty at the rank of Assistant Professor/Assistant Technical Professor or higher eligible to serve, then any faculty with at least four years of service shall be eligible to serve); and
3. Not be an applicant for promotion during the academic year in which he/she serves on the Committee.

VII. Composition of Faculty with Rank

The College should strive for 25-35 percent of full-time faculty at the rank of Associate Professor and 25-35 percent of full-time faculty at the rank of Professor.

PROMOTION PROCEDURE

I. Applicant's Verification of Eligibility by the Vice Chancellor of Academic Affairs

Faculty members who apply for promotion must complete and submit an application to the Vice Chancellor of Academic Affairs. Copies of transcripts with degrees conferred and verification of the last date of application for most recently attained promotion or date of hiring must be attached. The Vice Chancellor is responsible for guaranteeing eligibility for promotion. After approval of this document by the Vice Chancellor of Academic Affairs, candidates for promotion will be notified.

II. Eligible applicants are responsible for the following:

1) completing the application; 2) submitting documentation; and 3) submitting the application and all supporting documentation to the Vice Chancellor.

The Vice Chancellor is responsible for ensuring that all supporting documentation has been included with the application and submitted to the Promotion Committee in the Rank and Promotion Submissions e-folder by the semester deadline. Late portfolios or portfolios that fail to follow the explicit directions located on the form "Summary and Documentation of Accomplishments since Last Submission or Date of Hiring" will NOT be considered for promotion.

III. Promotion Committee

Applications with supporting documentation from all faculty members seeking promotion will be submitted to the Promotion Committee. Applications are confidential.

The Promotion Committee may recommend for removal from consideration any

application not meeting the eligibility requirements or the appropriate deadlines. All deadlines will be strictly enforced.

Final evaluation in the Promotion Committee will take place only after each Promotion Committee member has reviewed the supporting documentation of each applicant using the criteria and appropriate point allocation. A final score for each part will be obtained by consensus of the scores assigned by committee members and tabulated by the Promotion Committee chair.

The total score obtained by using this system will serve to determine a faculty member's eligibility for promotion and priority ranking. Rankings will be determined on the basis of points awarded by the Promotion Committee and are subject to the availability of funds and approval of the LCTCS Board of Supervisors. The Promotion Committee chair will complete the priority ranking of each applicant within each academic rank (in descending order of points awarded). Ties in priority rankings must be resolved by consensus of the committee. Each applicant will be assigned a discrete ranking.

Each committee member's Individual Rating worksheets will be collected by the Promotion Committee chair and placed on file in the Vice Chancellor's office and the Office of Human Resources. After notification of promotion, a summary of these forms will be made accessible for review by the applicant for a period of at least one year. The Chair of the Promotion Committee will prepare letters to notify applicants who are not recommended for promotion. These letters will contain recommendations for strengthening the application in the future. The chair will deliver the letters to the Office of Human Resources to notify those who are not recommended for promotion, in accordance with established timelines.

IV. Chancellor

In this process, the primary role of the Chancellor is to ensure that guidelines for awarding points have been followed and that the Promotion Committee has evaluated the applications consistently. In situations in which he/she concludes that the guidelines have not been followed or that inconsistencies exist, he/she will immediately return the promotion packet to the Promotion Committee and request that the committee conduct a new review of the applications affected by their decision.

V. Promotion Appeal Committee

An applicant not recommended for promotion by the Promotion Committee may send a written appeal to the Promotion Appeals Committee. The Promotion Appeals Committee will only consider the portfolio materials as originally submitted by the applicant and the applicant may not submit any additional evidence or documentation during the appeals process. The Promotion Appeals Committee may 1) uphold the decision of the Promotion Committee, or 2) recommend that the Promotion Committee revisit its decision. The Promotion Appeals Committee must provide a justification in writing to the Promotion Committee for revisiting the Promotion Committee's decision.

The appellant will be notified in writing of the committee's decision. An applicant may only make one appeal each promotion cycle.

The Promotion Committee will receive the recommendations on any appeals from the Promotion Appeals Committee before making its final recommendations to the Chancellor.

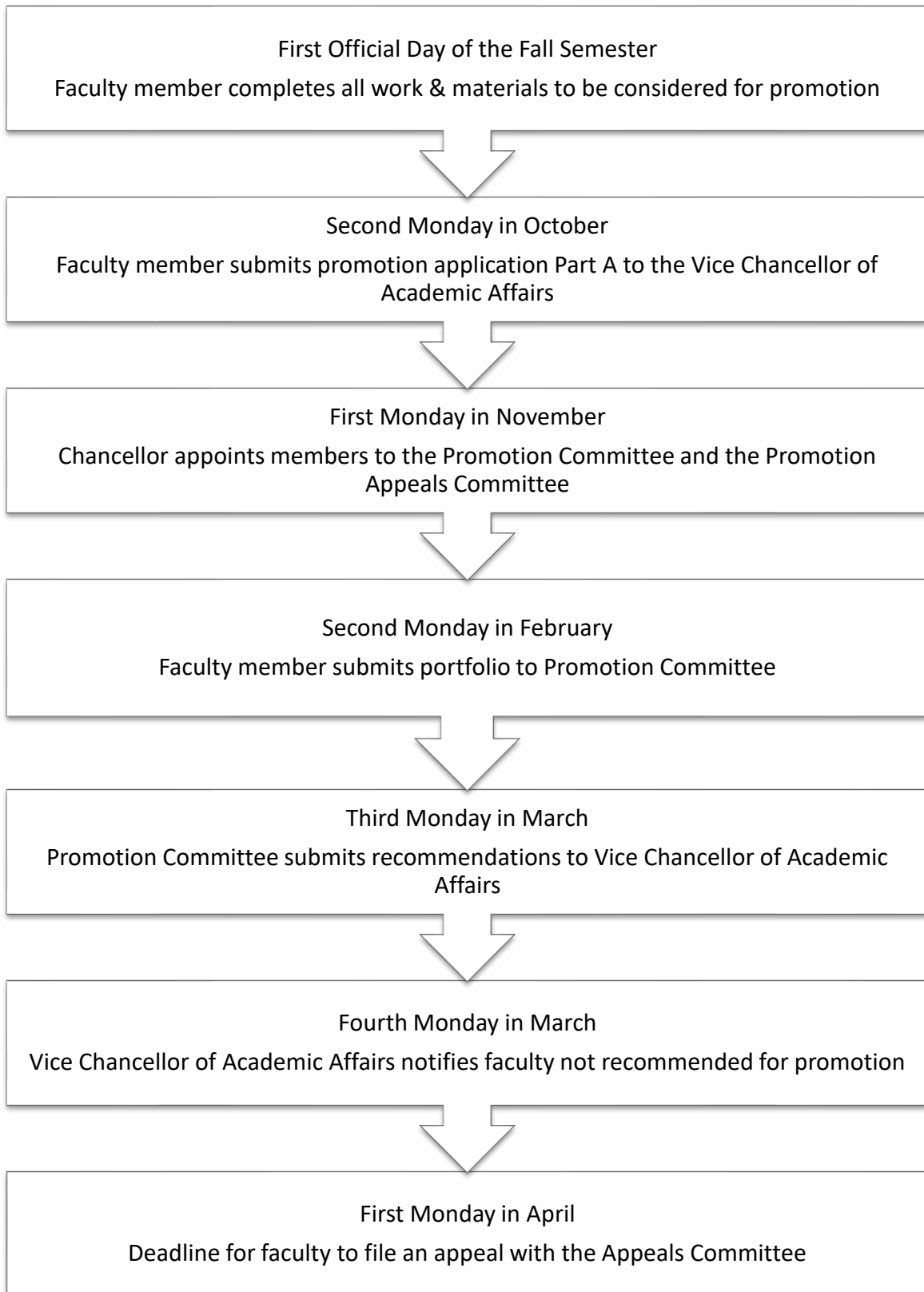
VI. Chancellor

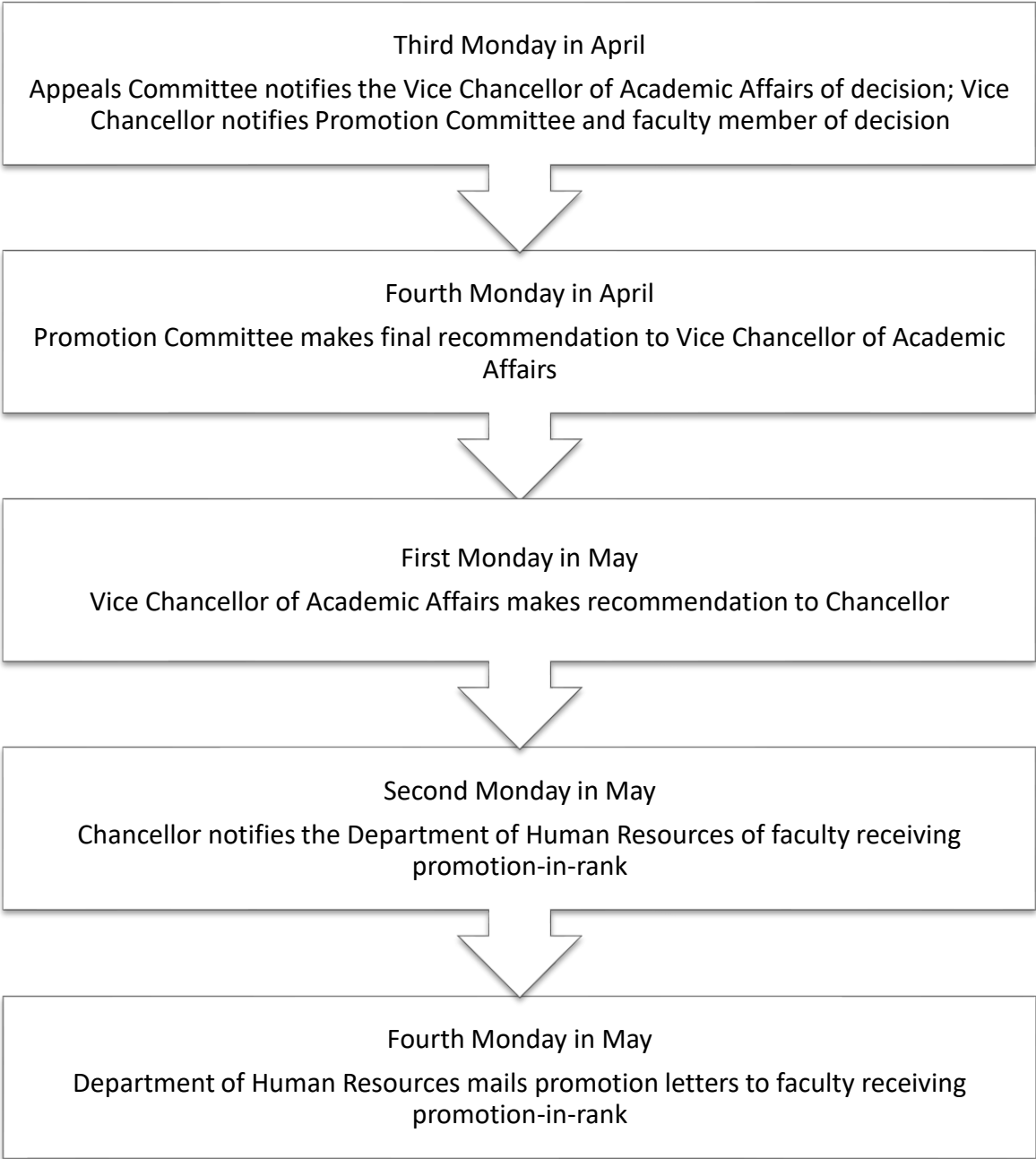
The Chancellor makes the final decision regarding recommendations for promotion to the LCTCS Board. The LCTCS Board must approve all promotions.

VII. Human Resources

The Department of Human Resources will mail letters of promotion to each applicant receiving a promotion in rank.

River Parishes Community College: Promotion-in-Rank Timeline





**River Parishes Community College
Promotion-in-Rank
Flowchart**

