

SECTION 700.14

FACULTY RANK/PROMOTIONS

1. Policy: Lake Region State College shall establish a system of faculty rank.
2. Statement of Purpose: The purpose of faculty rank at Lake Region State College is to acknowledge and reward members of the faculty for professional competence and service to the institution. Procedures and criteria for the attainment and advancement of rank have been established to assure that quality performance is rewarded and recognized. Faculty members will retain their rank/status after moving into a professional staff status.
3. Definitions of Faculty Rank:
  - a. Instructor - Full-time, tenure and non-tenure track.
  - b. Assistant Professor - Full-time, tenure and non-tenure track faculty.
  - c. Associate Professor - Full-time, tenured and non-tenure track faculty.
  - d. Professor - Full-time, tenured faculty member who has successfully met the criteria for professorship and been awarded this rank by the President.
4. Tenure Committee: If one of the members of the Tenure Committee wishes to apply for promotion, the President of the Faculty Senate shall appoint a substitute committee member.
5. Application Procedure for Assistant Professorship: Applicants for an assistant professorship teaching in an academic discipline shall possess a master's degree. Applicants for assistant professorship teaching in a CTE discipline should possess a bachelor's degree plus CTE certification. By January 1, the candidate for promotion to the rank of Assistant Professor will present a letter of application to the Tenure Committee with a portfolio of the following documents:
  - a. Evidence of at least three (3) years of service in the rank of instructor at Lake Region State College.
  - b. Evidence of quality instruction, e.g., student evaluations, course development, instructional material and development and professional activity in teaching methods, two recommendations (the first recommendation from a LRSC faculty and the second recommendation may be from any of the following – LRSC staff member, advisory board member, NDUS colleague).
  - c. Evidence of professional growth and achievement, e.g., professional organizations and activities, research, workshops attended and given, and works published.
  - d. Evidence of college and community service, e.g., activities and volunteer efforts which results in positive recognition for the faculty member and the College.
6. Application Procedure for Associate Professorship: Applicants for associate professorship teaching in an academic discipline shall possess a master's degree. Applicants for associate professorship teaching in a CTE discipline shall possess a bachelor's degree plus CTE certification. By January 1, the candidate for promotion to the rank of the Associate Professor will present a letter of application to the Tenure Committee with a portfolio of the following documents:
  - a. Evidence of three (3) years of service in the rank of Assistant Professor at Lake Region State College.
  - b. Evidence of quality instruction, e.g., student evaluations, course development, instructional materials development and professional activity in teaching methods, two

- recommendations (the first recommendation from a LRSC faculty and the second recommendation may be from any of the following – LRSC staff member, advisory board member, NDUS colleague).
- c. Evidence of professional growth and achievement, e.g., professional organizations and activities, research, workshops attended and given, and works published.
  - d. Evidence of college and community service, e.g., activities and volunteer efforts which results in positive recognition for the faculty member at the college.
7. Application Procedure for Professorship: Applicants for full professorship teaching in an academic discipline shall possess a master's degree plus twelve graduate semester hours. Applicants for professorship teaching in a CTE discipline should ordinarily possess a master's degree plus CTE certification. By January 1, the candidate for promotion to the rank of professor will present a letter of application to the Tenure Committee with a portfolio of the following documents:
- a. Evidence of three (3) years of service in the rank of Associate Professor at Lake Region State College.
  - b. Evidence of quality instruction, e.g., student evaluations, course development, instructional materials development and professional activity in teaching methods, two recommendations (the first recommendation from a LRSC faculty and the second recommendation may be from any of the following – LRSC staff member, advisory board member, NDUS colleague)
  - c. Evidence of professional growth and achievement, e.g., professional organizations and activities, research, workshops attended and given, and works published.
  - d. Evidence of college and community service, e.g., activities and volunteer efforts which results in positive recognition for the faculty member and the College.
8. Evaluation and Review Procedure:
- a. The chairperson of the Tenure Committee shall convene the committee for examination of the portfolio. The Vice President of Academic and Student Affairs shall provide the committee with documentation of the applicant's teaching effectiveness and other data as appropriate.
  - b. The committee shall make a determination by majority vote as to whether the candidate fulfills the criteria for promotion. In the event that the Tenure Committee decides not to recommend promotion, the applicant may appeal the committee's decision before the full Faculty Senate.
  - c. Upon the approval of the Tenure Committee or the full Faculty Senate, the Tenure Committee shall forward the results to the Vice President of Academic and Student Affairs. In the event that the Vice President of Academic and Student Affairs decides not to recommend the candidate may appeal the decision before the President.
  - d. If the President supports the recommendation for promotion, the rank will then be awarded.
  - e. In the event the President determines that the applicant will not receive promotion, the applicant may appeal the President's decision following the Institutional grievance procedure.
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## **History**

Executive Dean Approved 12/01/93

Administrative Council Approved 700.14 (3. c. and 6.) 05/11/15

Administrative Council Approved 700.14 (2)

Administrative Council Approved 700.14 (6)

Administrative Council Approved 700.14 (4, 8c) 04/21/16

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