

## PALO ALTO COLLEGE COLLEGE PROCEDURE

Procedure Number: I 10.0  
Procedure Title: Faculty Promotion  
Relevant Board / SACSCOC Policy: [D 8.2 Promotion & Demotion](#)  
[D 8.2.1 Promotion](#)  
Originating Unit: Vice President of Academic Success  
Maintenance Unit: Vice President of Academic Success

I. Purpose: To describe the process and procedures through which academic rank for full-time faculty is obtained and determined.

II. Procedure Statement:

### A. OVERVIEW

1. Full-time faculty members may be granted promotion in professional rank by the Board of Trustees, upon recommendation of the President and approval by the Chancellor, after all required criteria have been satisfactorily fulfilled and documented, and after appropriate recommendations have been provided. Promotion in rank is earned through successful teaching, service, and professional growth. Promotion is not granted automatically.
2. Each department will review, at least every three years, departmental promotion guidelines for promotion and submit any revisions to the appropriate dean/supervisor and VPAS for approval. Faculty may continue under previous departmental requirements for the minimum number of years between promotions (e.g. an instructor may choose to follow departmental requirements in place at hiring for the three-year-minimum period required for promotion; an associate professor may choose to follow departmental requirements in place at the time of promotion to associate for the four-year-minimum period required for promotion).
3. Full-time faculty ranks in the Alamo Colleges are: Instructor; Assistant Professor; Associate Professor; and Professor.

4. Adjunct Faculty, part-time and full-time temporary, do not formally possess academic rank, but may be considered to be an Adjunct Instructor.
5. Full-time faculty hired after the start of the Fall semester should treat the academic year in which they were hired as year one in the promotion process. However, the date at which they were employed will impact the date at which the promotion becomes effective for pay purposes.

## B. RANK: INITIAL PLACEMENT

Faculty are generally appointed at the rank of Instructor. A faculty member will be appointed at the rank of Assistant Professor, provided that the candidate has completed a PhD, MFA, JD, MD, DVN, EdD, DM, DMA, DNP, PsyD or DBA relevant to the discipline for which they were hired and has at least three years of full-time higher education teaching experience, as defined by the college, at an accredited institution. Relevancy to the discipline will be determined by the VPAS, in collaboration with the appropriate Dean and Chair.

## C. RANK: PROMOTION

### 1. **Eligibility for Academic Transfer Faculty**

*Academic Transfer Faculty are defined as faculty whose placement in class is determined by their qualifications for teaching courses listed in and approved by the ACGM.*

Note: Faculty hired after the start of the academic year will count that partial year as their first year of full-time employment when considering eligibility to apply for promotion. Promotion, if granted, will be conferred at the start of the term following completion of the required years in the previous rank.

Eligibility criteria pertaining to time in a particular rank and approved credit courses appropriate to the faculty member's teaching assignment are as follows:

- a. To be eligible for promotion to the rank of Assistant Professor, an academic transfer faculty member must have completed a minimum of three years of full-time employment as an Instructor with the Alamo Colleges and must have earned 12 semester hours or equivalent quarter hour credit above the Master's degree in approved courses\* from an accredited institution. These credits may be relevant to the teaching discipline or related the field of education. A faculty mem-

ber may make application for promotion during the third year of full-time employment. The new academic rank is conferred at the start of the term following completion of three years' service as an Instructor.

- b. To be eligible for promotion to the rank of Associate Professor, an academic transfer faculty member must have completed a minimum of four years of full-time employment as an Assistant Professor with the Alamo Colleges and must have earned 24 semester hours or the equivalent credit hour credit above the Master's degree in approved courses\* from an accredited institution. These credits must be relevant to the teaching discipline or in the field of education. A faculty member may make application for promotion during the fourth year of full-time service as an Assistant Professor. The new academic rank is conferred at the start of the term following completion of four years' service as an Assistant Professor.
- c. To be eligible for promotion to the rank of Professor, an academic transfer faculty member must have completed a minimum of five years of full-time employment as an Associate Professor in the Alamo Colleges and must have earned a PhD, MFA, JD, MD, DVM, EdD, DM, DMA, DNP, PsyD or DBA, or 36 semester hours or the equivalent quarter hour credit above the Master's degree in approved\* courses from an accredited institution. Credits must be relevant to the teaching discipline or in the field of education. The rank of Professor is reserved for persons who have distinguished records of education, education-related activities, and service. A faculty member may make application for promotion during the fifth year of service as an Associate Professor. The new academic rank is conferred at the start of the term following completion of five years' service as an Associate Professor.

Nine or more months of service in a full-time faculty position during a fiscal year constitute a year of service. A faculty member may not apply for promotion and tenure in the same academic year.

\*An approved course is one for which approval has been obtained from the appropriate Vice President. Seminars, conferences, and other noncredit activities that result in CEUs may be applied to credit requirements. Ninety-six clock hours (or 9.6 CEUs) shall be equivalent to three semester hours in the assessment of credits for promotion. Credit toward promotion through other documented professional development activities may be approved by the VPAS.

## **2. Eligibility – Career and Technical Education Faculty**

*Career and Technical Education Faculty are defined as faculty whose placement in class is determined by their qualifications for teaching courses listed in and approved by the WECM.*

Note: Faculty hired after the start of the academic year will count that partial year as their first year of full-time employment when considering eligibility to apply for promotion. Promotion, if granted, will be conferred at the start of the term following completion of the required years in the previous rank.

Eligibility criteria pertaining to time in a particular rank and approved credit courses appropriate to the faculty member's teaching assignment are as follows:

- a. To be eligible for promotion to the rank of Assistant Professor, a Career and Technical Education faculty member must have completed a minimum of three years of full-time employment as an Instructor with the Colleges and must have earned a Bachelor's degree relevant to the teaching field or the field of education. A faculty member may make application for promotion during the third year of full-time employment. The new academic rank is conferred at the start of the term following completion of three years' service as an Instructor.
- b. To be eligible for promotion to the rank of Associate Professor, a Career and Technical Education faculty member must have completed a minimum of four years of full-time employment as an Assistant Professor with the Colleges and must have earned 12 semester hours or the equivalent quarter hour credit above the Bachelor's degree in approved courses\* from an accredited institution. These credits must be relevant to the teaching field or the field of education. A faculty member may make application for promotion during the fourth year of full-time service as an Assistant Professor. The new academic rank is conferred at the start of the term following completion of four years' service as an Assistant Professor.
- c. To be eligible for promotion to the rank of Professor, a Career and Technical Education faculty member must have completed a minimum of five years of full-time employment as an Associate Professor with the Colleges and must have earned 24 semester hours or the equivalent quarter hour credit above the Bachelor's degree in approved courses\* from an accredited institution. These credits must be relevant to the teaching field or the field of education. The rank of Professor is reserved for persons who have distinguished records

of education, education-related activities and service. A faculty member may make application for promotion during the fifth year of full-time service as an Associate Professor. The new academic rank is conferred at the start of the term following completion of five years' service as an Associate Professor.

Nine or more months of service in a full-time faculty position during a fiscal year constitute a year of service. An approved course is one for which approval has been obtained from the appropriate Vice President/Dean/Director.

\*Approved seminars, conferences, and other non-credit activities that result in CEUs may be applied to credit requirements. Ninety-six clock hours (or 9.6 CEUs) shall be equivalent to three semester hours in the assessment of credits for promotion. Credit toward promotion through other documented professional development activities may be approved by the VPAS.

#### D. APPLICATION

When to apply for promotion: The application for promotion and the process of review should occur during the academic year prior to the year in which the faculty member becomes eligible to be awarded promotion, or may occur in any subsequent year. For example, if the faculty member will become eligible for promotion in academic year 2019-2020, application and review should, at the earliest, occur in academic year 2018-2019. Application and review for this promotion may also occur in any subsequent year.

#### APPLICATION CRITERIA

The following factors are to be used in evaluating faculty members for promotion:

1. Quality of teaching, or quality of professional activity

Evaluation of these activities, and the documentation to support the evaluation, are to be conducted, maintained, and submitted in accordance with the PERFORMANCE EVALUATION GUIDELINES located in PAC procedure I 12.0. Contained in this procedure are the format and instructions for developing a promotion dossier. Each faculty member desiring a promotion in academic rank must prepare a promotion dossier and submit it to the department's Promotion Committee in accordance with the guidance contained within this procedure.

2. Service

As noted in the PERFORMANCE EVALUATION GUIDELINES, faculty members are required to complete the evaluation process annually for the first five years of employment and biennially after the first five years of employment. Service is one component of the evaluation process, and may include professional achievements, community service, and a profile of Departmental, College and District responsibilities and contributions. The nature and quality of these activities for the employment period since initial appointment or since the last promotion will be considered in promotion decisions. Unless otherwise required by the promotion dossier table of contents, only materials since the last promotion will be included in the promotion dossier.

### 3. Professional growth and development

Faculty are expected to continue their education and professional growth throughout their careers and are encouraged, under the PERFORMANCE EVALUATION GUIDELINES, to submit an approved plan for such activities. The Faculty Development Plan will reflect the nature and quality of these activities for the employment period since initial employment or since the last promotion, and will be considered in the promotion decision. Unless otherwise required by the promotion dossier table of contents, only materials since the last promotion will be included in the promotion dossier.

## E. APPLICATION PROCESS

### 1. Responsibilities of the faculty member

- a. An eligible faculty member wishing to apply for promotion should advise the department chairperson or supervisor of his or her intention to apply by September 15 of the year in which they will submit their application. The department chairperson or supervisor will confirm eligibility to apply and within one week will notify the faculty member, with justifications, if ineligible.
- b. By October 15, the faculty member shall submit to the Department Promotion Committee a dossier containing the following faculty evaluation documents, as set forth in the Employee Evaluation Procedure (D.7.1.2). The materials should cover the employment period specified by the eligibility criteria for the applicable rank or since the last promotion, including, but not limited to:

1. Student Evaluation Summaries

2. Classroom observation
  3. Faculty Self-Evaluations
  4. Faculty Peer Evaluations
  5. Faculty Evaluations by Chair/Supervisor;
  6. An up-to-date resume and official transcripts of credits earned since initial appointment or since the last promotion; and
  7. Any other material on teaching, service, and/or professional growth, which the faculty member deems relevant to the application.
  8. Documentation of education requirement.
  9. Documentation of approved service or other, approved assignments.
  10. Documentation required by approved departmental guidelines for promotion.
- c. All dossiers will be submitted in a self-contained electronic format (e.g. CD, flash drive, etc.) that does not reference a website, or through other electronic media as approved by the faculty member's Dean and VPAS. Guidelines will be established for the electronic dossier by the VPAS's office.

2. Responsibilities of Department Promotion Committee

- a. By October 15 each year, the full-time faculty members of each department shall elect a Department Promotion Committee. The department chairperson/supervisor should not be a member of this committee, nor should any applicant for promotion be a member. Membership shall be approved by the Dean and VPAS.
- b. The Department Promotion Committee shall have at least three members. All members will be full-time faculty. Small departments shall recruit additional full-time faculty from other departments necessary members, mutually acceptable to the chairperson/supervisor and the departmental faculty.
- c. Following receipt of the promotion application dossiers from the applicants, by the date established for that academic year, the com-

mittee shall review each application and ensure that the materials and documentation have been included as required. Deficiencies are to be brought to the faculty member's attention for corrections and then resubmitted to the committee in accordance with the Promotion Application Schedule. Incomplete and uncorrected dossiers will be removed from consideration and will be returned to the applicant.

- d. The committee chairperson shall forward the dossiers by the date established for that academic year, together with committee recommendations, to the department chairperson/supervisor, and shall notify each candidate, in writing, as to the recommendation being forwarded.

3. Responsibilities of the Chairperson/Director or Supervisor

Following receipt of the promotion application dossiers from the Promotion Committee, the Department Chairperson/Director or Supervisor shall review the dossiers and the recommendations of the Department Promotion Committee. By the date established for that academic year, the Department Chairperson/Director or Supervisor shall add his or her own recommendation and forward the dossiers to the Dean and shall notify each candidate in writing as to the recommendation being forwarded.

4. Responsibilities of the Dean of Academic Success

Following receipt of the promotion application dossiers from the Department Chairperson/Director or Supervisor, the Dean shall review the dossiers and the recommendations of the Department Promotion Committee and the Department Chairperson/Supervisor. By the date established for that academic year, the Dean shall add his or her own recommendation and forward the dossiers to the Vice President, and shall notify each candidate in writing as to the recommendation being forwarded.

5. Responsibilities of the Vice President of Academic Success

Following receipt of the promotion application dossiers from the Department Chairperson/Director or Supervisor and the Dean, the Vice President of Academic Success shall review the dossiers and the recommendations from the previous review levels. By the date established for that academic year, the Vice President shall add his or her own recommendation and forward the dossiers to the President, and shall noti-



fy each candidate in writing as to the recommendation being forwarded.

#### 6. Presidential Review and Board Action

Normally the Board of Trustees is expected to act on promotion recommendations at its April meeting. Consistent with that agenda, or by the date established for that academic year, the President shall submit recommendations to the Chancellor through Human Resources. The President shall notify each candidate, in writing, as to the recommendation being submitted and shall, within five (5) days of the Board's action, notify in writing each candidate of his or her promotion status. Should the promotion be denied, the President will, to the best of his or her ability, identify in his or her notification to the candidate the major factors impacting the ultimate decision to deny the promotion.

#### F. APPEALS

A faculty member may submit an appeal to the college Promotion Appeals Committee if their application for promotion has been denied recommendation for promotion by the President, Vice President of Academic Success, Academic Dean, Chair/Supervisor, or Department Promotion Committee, or if promotion was not approved by the Board. The deadline for such appeals shall be twenty-one calendar days following the Board Meeting at which promotion decision(s) were made. It is also highly recommended that an attempt to resolve any difficulties be made on an informal basis, first, whenever possible.

#### Promotion Appeals Committee

Full-time faculty members in the college who have served a minimum of three years in the Alamo Colleges shall elect from their number, in February of each odd-numbered year, a Promotion Appeals Committee. The Faculty Senate shall conduct the election. The Senate will set the size of the committee, provided that there shall be no fewer than five members. The senior faculty member elected shall convene the Promotion Appeals Committee for election of a chairperson. Members of the Promotion Appeals Committee shall serve a two-year term. A faculty member may not serve on both the promotion committee and promotion appeal committee for the same applicant faculty member.

1. Appeals shall be submitted in writing to the chairperson of the Committee, and shall be responsive to the reasons set forth for the denial of promotion.

2. The Committee shall hear the appeal, considering such information as it deems relevant, and shall make a report and recommendation to the President by August 1. The chairperson shall notify the appellant, in writing, as to the recommendation being forwarded.
3. The President shall give consideration to the Committee's recommendations but is not bound by them. The President shall notify the appellant and the Committee, in writing, of the decision by September 1. The promotion procedure shall continue at the appropriate level of recommendations/approval if the President's decision is to approve going forward.
4. Appeals are without prejudice to future promotion applications.

Attachments:

Promotion Checklist (2020-2021)

Promotion Application Schedule (2020-2021)

Promotion Table of Contents (2020-2021)

Date Created: November 15, 2000

Date Updated: September 29, 2010

Date Updated/Approved: February 23, 2021

Approved:

(signed: Beth Tanner)

Vice President of Academic Success

(signed: Dr. Robert Garza)

President