

NORTHWEST VISTA COLLEGE

PROCEDURE

Procedure Number:	AS 006
Procedure Title:	Full-Time Faculty Promotion

1. PURPOSE

1.1 Northwest Vista College (NVC) assigns faculty rank at initial placement upon hiring of full-time faculty members and promotes full-time faculty members in accordance with Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC) standard 6.3 – Faculty Appointment and Evaluation - and in compliance with Alamo Community College District (ACCD) Board of Trustees Procedure D.8.2.1 Promotion Process. Faculty promotions are subject to the approval of the ACCD Board of Trustees

1.2 The purpose of this NVC procedure is to provide:

Section 2 Definition of terms

Section 3 Criteria for establishing faculty rank at initial placement upon hiring

Section 4 Guidelines for faculty promotion dossier documentation file: contents, criteria, requirements, and documentation

Section 5 Process for faculty promotion application and review

Section 6 Guidelines and responsibilities in the promotion process

Section 7 Process by which a faculty member may appeal promotion decisions

Appendices I. Letter of Intent to Apply for Promotion (Form)

II. Criteria for Promotion – Northwest Vista College

III. Table of Contents for Promotion Dossier Documentation File

IV. Personal Response to NVC Touchstones (Form)

2. DEFINITIONS

2.1 *Faculty:* Full-time faculty members are eligible for the promotion process in this procedure.

2.2 *Promotion:* Promotion is the change in professional status or rank of full-time faculty members to a higher status or rank as reflected in

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change of professional title and pay increase (see ACCD Board of Trustees Policy D.5.1).

2.3 Faculty Rank: The rankings of full-time faculty members, in order of seniority from lowest to highest, are:

Instructor
Assistant Professor
Associate Professor
Professor

2.4 Credentials: Degrees, certifications, and credit hours conferred by or earned at accredited institutions of higher education

2.5 Qualifications: Work experiences in the field, professional licensure and certifications related to the teaching assignment, honors and awards, continuing professional development, relevant peer-reviewed publications, and/or continuous documented excellence in teaching.

3. ASSIGNMENT OF FULL-TIME FACULTY RANK AT INITIAL PLACEMENT UPON HIRING

3.1 Full-time faculty members will be assigned rank at initial placement upon hiring according to ACCD Board of Trustees Procedure D.8.2.1 Promotion Process.

4. CRITERIA AND REQUIREMENTS FOR PROMOTION OF FACULTY MEMBERS

4.1 Eligibility requirements for each faculty rank are defined in ACCD Board of Trustees Procedure D.8.2.1 Promotion Process.

4.2 As per ACCD Board of Trustees Procedure D.8.2.1 Promotion Process, each promotion application dossier of any Northwest Vista College full-time faculty member must contain the following items as set forth in ACCD Board of Trustees Procedure D.7.1.2 Faculty Performance Evaluations. The materials should cover the employment period since initial appointment or since the last promotion, including:

- Student Evaluation Summaries
- Classroom Observations
- Periodic Peer-Evaluations
- Faculty Evaluations by Department Chair/Supervisor
- Current resumé and official transcripts of credits earned since initial appoint or since the last promotion
- Documentation of education requirement
- Documentation of approved service or other approved assignments

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- 4.3 Guidelines for specific ordering and formatting of promotion dossier materials required of Northwest Vista College full-time faculty members are outlined in the “Criteria for Promotion” and “Table of Contents” documents included in Appendices II and III.
- 4.4 The Vice President for Academic Success (VPAS) will establish guidelines for electronic dossier format and submission method. These guidelines will be distributed to faculty members by the first day of classes during the 16-week fall term.

5. PROCESS FOR FACULTY PROMOTION APPLICATION AND REVIEW

Faculty promotion process:

(Note: Each academic year the VPAS will distribute a “Faculty Calendar” for Northwest Vista College full-time faculty that may contain slightly different dates. Any questions about dates and deadlines should be directed to the VPAS.)

- 5.1 STEP 1: Faculty members eligible and intending to apply for promotion must submit a Letter of Intent to Apply for Promotion (see Appendix I) to the Department Chair by the date noted in the full-time faculty calendar – usually **September 15**.
- 5.2 STEP 2: The Department Chair, in coordination with the Northwest Vista College Office of Human Resources and promotion committees, will distribute pertinent materials, including the “Criteria for Promotion” and “Table of Contents” documents (see Appendices II and III), informing applicants of the process for submission of promotion materials, the format for documentation and submission, and deadlines for submission.
- 5.3 STEP 3: Promotion applicants prepare promotion materials and submit a completed dossier to the promotion committee by the date note in the full-time faculty calendar – usually **October 15**.
- 5.4 STEP 4: The promotion committee reviews promotion dossiers and notifies full-time faculty applicants of any deficiencies or errors in documentation by the date noted in the full-time faculty calendar – usually **November 2**. Applicants correct deficiencies or errors and submit revised dossiers by the date noted in the full-time faculty calendar - usually **November 16**.
- 5.5 STEP 5: After the promotion committee reviews the completed dossiers, the promotion committee chairperson sends the committee’s full-time faculty promotion recommendation to the Department Chair by the date noted in the full-time faculty calendar - usually **November 25**.

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- 5.6 STEP 6: The Department Chair reviews promotion dossiers and submits recommendations to the appropriate Dean for Academic Success by the date noted in the full-time faculty calendar - usually **December 15**.
- 5.7 STEP 7: The Dean for Academic Success reviews promotion dossiers and submits recommendations to the VPAS by the date noted in the full-time faculty calendar - usually **January 20**.
- 5.8 STEP 8: The VPAS reviews promotion dossiers and submits recommendations to the President of Northwest Vista College by the date noted in the full-time faculty calendar - usually **February 10**.
- 5.9 STEP 9: The President reviews promotion dossiers and submits recommendations to the ACCD Chancellor by the date noted in the full-time faculty calendar - usually **February 25** - consistent with the timeframe required for submission of documents required for final approval of promotions by the ACCD Board of Trustees at its April meeting. The President shall notify each candidate, in writing, as to the recommendation being submitted and shall, subsequent to ACCD Board of Trustee approval, notify each candidate of his or her promotion status.
- 5.10 If a full-time faculty member's application for promotion is denied, the full-time faculty member may appeal the decision as outlined in Section 7.

6. GUIDELINES AND RESPONSIBILITIES IN THE PROMOTION PROCESS

- 6.1 By the date noted in the full-time faculty calendar - usually **October 15** of each year, the Department Chairs will assemble an ad hoc departmental promotion committee.
 - 6.1.1 Promotion committees must include at least three full-time faculty members. At least one member must either be tenured or have successfully been through the promotion process. Promotion committee members should be full-time faculty members from the promotion applicant's department. However, if a small department cannot meet these requirements, the appropriate Dean for Academic Success will work with the Department Chair to complete the promotion committee with full-time faculty members from other departments.
 - 6.1.2 A Department Chair may not be a member of a promotion committee.
 - 6.1.3 Each promotion committee will select one full-time faculty member to act as committee chairperson.
- 6.2 For each step of review and forwarding of recommendations, the appropriate reviewer (either the promotion committee chairpersons, Department Chairs, Deans of Academic Success, the VPAS, or President) shall notify each

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candidate for promotion, in writing, as to the recommendation being forwarded.

7. APPEAL PROCESS

- 7.1 The promotion appeal process is prescribed by ACCD Board of Trustees Procedure D.8.2.1 Promotion Process.

Contact for Interpretation: Vice President for Academic Success

Relevant Board Policy:	D.8.2.1 (Procedure) Promotion Process.
Relevant SACSCOC Documents:	Standard 6.3 – Faculty Appointment and Evaluation
Originating Unit:	Academic Success Procedures Committee
Maintenance Unit:	Academic Success
Implementation Date:	Spring 2022
Revision Date:	Fall 2021

APPENDIX I – LETTER OF INTENT TO APPLY FOR PROMOTION



ALAMO COLLEGES DISTRICT
Northwest Vista College

Notification of Intent to Apply for Promotion / Request for Consideration of Tenure

To: Vice President for Academic Success

Through:
(Chairperson)
CC:
(Dean)

From:
Discipline:
Hire Date:
(Semester/Year)

Current Rank: Instructor
Assistant
Associate

Date of Last Promotion:
(Semester/Year)

Select One:
 Tenure (Year VI)

Promotion to the rank of Assistant Professor
A full-time faculty member must have completed a minimum of three years of full-time employment as an Instructor with Northwest Vista College and must have earned 12 semester hours or equivalent credit above the qualifying degree in approved courses from an accredited institution.

Promotion to the rank of Associate Professor
A full-time faculty member must have completed a minimum of four years of full-time employment as an Assistant Professor with Northwest Vista College and must have earned 24 semester hours or equivalent credit above the qualifying degree in approved courses from an accredited institution.

Promotion to the rank of Professor
A full-time faculty member must have completed a minimum of five years of full-time employment as an Associate Professor with Northwest Vista College and must have earned 36 semester hours or equivalent credit above the qualifying degree in approved courses from an accredited institution.

Signature:

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APPENDIX II
Criteria for Promotion
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Assistant Professor

To be eligible for promotion to the rank of Assistant Professor, a full-time faculty member must have completed a minimum of three years of full-time employment as an Instructor with Northwest Vista College and must have earned 12 semester hours or equivalent credit above the qualifying degree in approved courses from an accredited institution. One-half of these credits must be related to the teaching field. The minimum requirement for promotion in rank to Assistant Professor is a Master's degree or, for full-time faculty members in occupational education and technology, an appropriate Baccalaureate degree or approved equivalent.

Associate Professor

To be eligible for promotion to the rank of Associate Professor, a full-time faculty member must have completed a minimum of four years of employment as an Assistant Professor with Northwest Vista College and must have earned 24 semester hours or equivalent credit above the qualifying degree in approved courses from an accredited institution. One-half of these credits must be related to the teaching field.

Professor

To be eligible for promotion to the rank of Professor, a full-time faculty member must have completed a minimum of five years of employment as an Associate Professor with Northwest Vista College and must have earned 36 semester hours or equivalent credit above the qualifying degree in approved courses from an accredited institution. One-half of these credits must be related to the teaching field. The rank of Professor is reserved for full-time faculty members who have distinguished records of education, education-related activities, and service.

Nine or more months of service in a full-time faculty position during a fiscal year constitute a year of service. The requirements for tenure track (probationary) full-time faculty assignments to be eligible for promotion and tenure are specified in ACCD Board of Trustees Procedure D.2.5.1 (add title of procedure). A full-time faculty member may not apply for promotion and tenure in the same academic year.

An approved course is one for which prior approval has been obtained from the appropriate Vice President for Academic Success/Dean Academic Success. Seminars, conferences, and other noncredit activities 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. (Reference ACCD Board of Trustees Procedure D.8.2.1 – insert title)

I. Part 1 of your dossier is called, "Introduction". This section should contain the Northwest Vista College promotion criteria and the promotion dossier generic table of contents. (See Generic table of contents for tenure-track faculty or Generic table of contents for tenured faculty)

II. Part 2 of the dossier is the documentation of Performance. This section demonstrates the faculty member's "on-the-job" performance. In this section these documents should be included, but not limited to:

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- Updated resume
- Transcripts of credits earned since last promotion
- Faculty Development Plan
- Course approval forms
- All Northwest Vista College employment contracts from first year of full-time appointment
- Letter of notification from Northwest Vista College President of date of last promotion
- Letter of intent to apply for promotion
- Faculty Performance Management System summaries exported from the last two-year cycle with a chair evaluation
- All of your classroom observations and evaluations by the department chair
- Response to the Northwest Vista College Touchstones for Years I, III, and VI

III. Part 3 of the dossier demonstrates teaching.— This is section of the dossier should include, but not limited to, using appropriate teaching techniques; communicating ideas; stimulating student interest and independent thought; challenging and motivating students to learn and achieve; maintaining high academic performance standards; and using student outcome results to continually improve teaching and learning. Candidates should not use the same document for different items in the table of contents. The dossier should include materials that demonstrate teaching and should include things such as:

- Sample syllabi, assignments, final exams, assessments
- Summaries/analyses of student survey results
- Curriculum development projects
- Instructional improvement projects
- Instructional innovations/distance education projects
- Advising activities
- Teaching related honors and awards
- Evidence of satisfactory retention and success
- OTHER [any academic area/discipline "specific activities]
- A brief narrative statement detailing activities in the areas of instructional design, curriculum development, and any recent projects or innovations. This statement should include a brief explication of artifacts included in section 3

IV. Service: including, but not limited to, participating in the development of course content and selection of textbooks, equipment and instructional materials; fulfilling all departmental duties and responsibilities in a timely manner; following policies, procedures, regulations and other requirements of Northwest Vista College, ACCD, and applicable external accrediting and governing agencies; serving on department, college and district committees as needed; and donating academic expertise in the local, state or national community. The dossier should include documents that illustrate your service to the discipline/department, service to college/district and service to the community.

At Northwest Vista College the candidate must have achieved **a minimum of one item below per year for a total of at least three during the promotion process:**

- Serve on a department committee
- Serve as chair of department
- Serve on college or ad hoc committee

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- Serve on and ACCD committee
- Serve as an elected representative of the faculty senate
- Develop or revise a course curriculum and syllabus
- Coordinate or direct a discipline area/activity
- Present a workshop or lecture for students and/or faculty
- Develop and/or teach a continuing education class
- Serve as a mentor to students
- Serve as a faculty sponsor for a student organization
- Participate in student recruitment activities
- Provide expertise to the community through workshop or presentation
- Serve on a committee/board of a community organization
- Participate in a community activity or event
- Do volunteer work for a non-profit community agency or group
- Grant development activity

V. Professional growth: This is part 5 of your dossier and should include, but not limited to, maintaining knowledge and skills through study and research in the teaching discipline and involvement in professional organizations. Specific graduate course work is required for most faculty who are working toward promotion. Research - especially pedagogical research and curriculum development - is also encouraged. Additionally, at Northwest Vista College faculty are required to have completed NVC Cooperative Learning Training and NVC Critical Thinking Training - evidence of these must be in the dossier.

Additionally, Northwest Vista College requires the candidate to **achieve at least two** of the following during the promotion process and these should be in this section of the dossier:

- Attend a workshop, conference, or seminar relevant to the discipline
- Hold a membership in a professional organization relevant to the discipline
- Give a presentation and or participate in a group discussion at a professional conference
- Receive specialized training relevant the discipline or teaching
- Write or publish a paper or review relevant to discipline or teaching
- Grant development activity

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APPENDIX III – TABLE OF CONTENTS FOR PROMOTION DOSSIER

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PROMOTION DOSSIER
TABLE OF CONTENTS

PART 1. INTRODUCTION

- 1.1 Department Promotion Criteria/Guidelines
- 1.2 Promotion Dossier Checklist

PART 2. - DOCUMENTATION FOR FACULTY

- 2.1 Up-to-date resume
- 2.2 Faculty Development Plan
- 2.3 Official transcripts of credits earned since initial appointment
- 2.4 Employment Contract from first year of full-time appointment
- 2.5 Letter of Notification from president of date of last promotion (if applicable)
- 2.6 Letter of Notification to chair/supervisor of intention to apply for promotion (dated on or before September 15)
- 2.7 Classroom Observation by department chair/supervisor/designee for year in which promotion is requested
- 2.8 Response for the NVC touchstones
- 2.9 Faculty Performance Management System summaries exported from the last two-year cycle with a chair evaluation
- 2.10 Annual/biennial department chair/supervisor evaluation for each year (except current year) since initial appointment or last promotion

PART 3. - TEACHING COMPETENCE

MATERIALS FULL-TIME FACULTY MEMBER DEEMS RELEVANT MAY INCLUDE:

- 3.1 Narrative statement detailing activities in the areas of instructional design, curriculum development, and any recent projects or innovations. This statement should include a brief explication of artifacts included in section 3. If an artefact is used more than once, please explain how it meets the criteria for each section.
- 3.2 Sample syllabi, assignments, final exams, and assessments
- 3.3 Summaries/analyses of student survey results – Fall 2017 and Spring 2018 surveys may require a letter indicating lost data.
- 3.4 Curriculum development projects
- 3.5 Instructional improvement projects
- 3.6 Instructional innovation/distance education projects
- 3.7 Mentoring activities
- 3.8 OTHER [any department/discipline-specific activities]

PART 4. - SERVICE

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EVIDENCE OF SERVICE IN THE FOLLOWING AREAS MAY BE INCLUDED. REFER TO DEPARTMENTAL GUIDELINES FOR SPECIFIC REQUIREMENTS.

- 4.1 Service to the discipline/department
- 4.2 Service to the college/district
- 4.3 Service to the community

PART 5. - PROFESSIONAL GROWTH

EVIDENCE OF PROFESSIONAL GROWTH IN THE FOLLOWING AREAS MAY BE INCLUDED. REFER TO DEPARTMENTAL GUIDELINES FOR SPECIFIC REQUIREMENTS.

- 5.1 Conference and workshop attendance
- 5.2 Conference and workshop papers/presentations
- 5.3 Grant applications
- 5.4 Membership in professional organizations
- 5.5 Publications
- 5.6 Certifications
- 5.7 OTHER [any department/discipline specific activities]

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Appendix IV
Candidate's Personal Response to the
Northwest Vista College
Touchstones

The ACCD Board of Trustees procedure - [Procedure D.8.2.1 Promotion Process](#) - requires that evaluation of faculty members shall include quality of teaching, service, and professional growth and development. Keeping these factors in mind, please indicate your response to each of Northwest Vista College's values.

Touchstones	Comments. Indicate how you address each value. Attach additional sheet where necessary.
Learning. We strive to create a quality learning environment in which each of us grows in effectiveness as a worker and a citizen while acquiring knowledge and understanding of self, community, and our cultural diversity.	
Community. We strive to be a community in which all members are empowered to contribute as learners and leaders, practicing mutual respect and building mutual trust.	
Caring. We believe in caring - for ourselves, for each other, and for this place - and exhibit that caring through service to others.	
Synergy. We work together to make our shared vision a reality, recognizing that the whole we can create together is greater than the sum of its parts.	

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<p>Diversity. We value diversity, appreciating different ways of knowing and ways of living and recognizing that our diversity is a source of strength.</p>	
<p>Creativity. We think beyond the usual parameters to engage in and support innovations that continually recreate our learning community as a model of excellence in higher education.</p>	
<p>Openness. We engage in open and honest communications that create an atmosphere of trust and an openness to change for the benefit of students.</p>	
<p>Integrity. We act with integrity, placing high ethical standards before personal gain and modeling that behavior for others.</p>	