POLICY AND PROCEDURE

TITLE:	Faculty Promotions

POLICY STATEMENT:

Goodwin University faculty may progress through four levels of rank: *Instructor, Assistant Professor, Associate Professor and Professor.* Deans assign an appropriate level of faculty rank at the time of hire. Full-time faculty may apply for promotion in rank after meeting qualifications related to length of service, teaching excellence, service, and scholarship.

As described in the Faculty Handbook, the following positions have been established for full-time ranked faculty:
Instructor, Assistant Professor, Associate Professor, and Professor.

Qualifications for Appointment: Deans and Program Directors must have, at minimum, an earned master's degree from a regionally accredited institution in an appropriate academic discipline. All Deans must have a minimum rank of Associate Professor. All Program Directors must have a minimum rank of Assistant Professor.

Instructor: Master's degree in an appropriate discipline from a regionally or nationally accredited institution; prior teaching experience preferred.

Assistant Professor: Minimum of a master's degree in an appropriate academic discipline from a regionally or nationally accredited institution; teaching experience at the instructor level; and the required items in teaching, service, learning from Appendix 1 (Full-Time Faculty Promotion Matrix).

Associate Professor: Minimum of a terminal degree in an appropriate academic discipline from a regionally accredited institution; minimum of six years of successful teaching at Goodwin University (waiver of six years may be granted understand exceptional circumstances); and the required items in teaching, service, learning from Appendix 1 (Full-Time Faculty Promotion Matrix).

Professor: Doctoral degree in an appropriate academic discipline from a regionally or nationally accredited institution; minimum of eight years of successful teaching at Goodwin University, University (waiver of eight years may be granted under exceptional circumstances); and the required items in teaching, service, learning from Appendix 1 (Full-Time Faculty Promotion Matrix)

PROCEDURE DETAILS:

This procedure describes the process used by the University to determine faculty promotion in rank.

Areas of Responsibility

Full-Time Faculty

Complete the application process for promotion with guidance from Promotion Committee members and the Promotion Liaison within their school.

- Request an electronic, Blackboard portfolio from the Online Studies Department
- Create a portfolio that includes an Introduction, Teaching, Service, and Scholarly Activity folder (templates available in the Blackboard shell)
- Use the Promotion Items to guide selection of portfolio contents (see Appendix 2: Full-Time Faculty Promotion Items List)

Deans

Recommend faculty for promotion in writing (letter included in the portfolio)

Office of the Provost and Dean of Faculty

Attends Promotion Committee meetings

Records and stores Promotion Committee meeting documentation

Conveys the Promotion Committee decisions verbally and in writing to the applicant

Provides the Vice President of Human Resources with a copy of the letter for the faculty member's personnel file

Updates an electronic worksheet that tracks promotions

Vice-President of Human Resources

Attends Promotion Committee meetings

Maintains a copy of the letter for the faculty member's personnel file

Ensures that Paycom is updated to reflect accurate faculty member rank

Updates an electronic worksheet that tracks promotion

Promotion Committee

Meets regularly to evaluate portfolios and to decide whether to approve or deny promotion requests

The following table describes the process for faculty:

Step 1: Request a promotion shell from Online Studies / Complete a portfolio

☑ Assemble a portfolio of evidence in support of promotion
    ○ Organize the portfolio using the template headings:
        Introduction
        Teaching
        Service
        Scholarly Activity

Step 2: Promotion Committee

The Promotion Committee will meet to review the portfolio application during the summer semester.

- ☑ The Dean of Faculty and Promotion Committee Chair will communicate the Promotion Committee decision to the faculty member by the end of the summer semester.

All appointments are effective for the fall semester.

PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

☐ UNIVERSITY CATALOG ☐ STAFF HANDBOOK
☒ FACULTY HANDBOOK ☐ STUDENT HANDBOOK

DEFINITIONS:

The functions of the professorate that are evaluated for promotion are based on Boyer's (2012) model of scholarship. Teaching excellence requires that faculty use models and practices that achieve optimal student learning. Service includes all activities that aid the community in addressing societal problems within the University, local, national, and international communities. Scholarship is both the discovery of new knowledge through innovation and research, and the application of that knowledge across disciplines. Scholarship involves a commitment to learning and developing expertise in one's career field. Examples of teaching, service, and scholarship by faculty rank are included in Appendix 2 (Full-Time Faculty Promotion Items List).

EXCLUSIONS:

At times, search for new faculty members does not generate candidates with the above degrees to fill positions that require highly specialized skills. For example, certain fields, including the creative arts and computer specialties, do not always have highly defined or prevalent Master's degree tracks. In such cases, the Provost and Dean of Faculty, based on the recommendation of the Dean, will review candidates to determine if they have appropriate alternatives to Master's degrees. On occasion, Goodwin University will consider applicants who have a minimum baccalaureate degree plus five (5) years of experience in the appropriate field plus additional certification, such as CPA, RT, or MCSE (Microsoft Certified Systems Engineer) or minimum baccalaureate degree plus ten (10) years of experience in the appropriate field plus enrollment in a Master's program in the appropriate academic discipline. In the latter case, the individual is expected to complete the Master's program within five (5) years of date of hire.

Furthermore, in rare cases, the University may hire a new faculty member at the rank of Associate Professor when there is demonstrated teaching experience elsewhere.

OFFICES DIRECTLY AFFECTED BY THE POLICY:
Deans and Associate Deans
Provost and Dean of Faculty
Vice President of Human Resources

HISTORY:
Created May 2013
Revised March 2014
Reviewed by Deans/Chairs/Faculty Senate Leadership Spring 2014
Approved by Academic Affairs June 2014
Reviewed February 2016
Re-formatted February 2017
Re-formatted and updated 2019
New Logo and University added January 2020

EFFECTIVE DATE:	Fall 2013
RESPONSIBLE OFFICE (ONLY ONE):	Office of the Provost
REVIEW DATE:	Annually

APPENDIX:
1. **Full-Time Faculty *Promotion Matrix created by the Faculty Senate*** defines and provides an overview of the promotion system.
2. **Full-Time Faculty *Promotion Items List created by the Faculty Senate*** defines and provides examples of teaching excellence, service, and scholarship.

Appendix 1: Full-Time Faculty Promotion Matrix

	Full-Time Faculty Promotion Ranks			
	Instructor	**Assistant Professor**	**Associate Professor***	**Professor***
Degree	Bachelor's Degree considered w/ exceptional circumstances	Master's Degree Preferred master's degree in appropriate discipline	Terminal Degree Preferred terminal degree in appropriate discipline	Doctorate
Experience	Several years of industry experience	Related experience in content area On-ground, hybrid, or online teaching experience	Six years of full-time**, related teaching experience (three at Goodwin College) Teaching experience as Assistant Professor	Eight years of full-time**, related teaching experience (six at Goodwin College) Teaching experience as Associate Professor
Teaching		*Must Have*: Developing instructional material Four Additional Items from Promotion Items	*Must Have*: Written peer evaluation of teaching, from a colleague not in immediate discipline Six Additional Items from Promotion Items	*Must Have*: developing curriculum and/or courses/laboratories *Must Have*: leading professional development Seven Additional Items from Promotion Items
Service		*Must Have*: Serving on department or college committee Two additional items from Promotion Items	*Must Have*: serving a community organization OR committee locally and/or nationally Three additional items from Promotion Items	*Must Have*: receiving honors, awards, and/or recognitions; *Must Have*: mentoring colleagues / other professionals Four additional items from Promotion Items
Scholarship		*Must Have*: developing and/or collaborating in college-wide forums/events	*Must Have*: delivering scholarly work at professional conferences Two additional items from Promotion Items	*Must Have*: publishing Four additional items from Promotion Items

*Waiver Eligible: In RARE cases, in consultation with Promotion Committee, and after at least THREE years of service at Goodwin College for Associate Professor, and at least SIX years of service at Goodwin College for Full Professor, the College may waive experience requirements for certain faculty who apply for advancement to those ranks.

**45 credits of part-time teaching experience is equal to one year of full-time experience. Two years or 90 credit maximum.

Appendix 2: Full-Time Faculty Promotion Items List

Teaching	Scholarship and Dissemination	Service
- participating in UDL professional development; - unsolicited written evaluations by students; - IOTA matrix student evaluations; - written evaluations by peers based upon invited classroom visitations; - written self-evaluation /statement of teaching record; - developing, revising, and/or updating courses and/or laboratories; - developing and/or revising curriculum based on UDL principles; - advising of students as academic advisor, activity advisor, and/or coaching; - advising students in academics and/or retention; - developing instructional materials; - receiving local and/or national awards for teaching; - developing a program in a leadership position; - conducting professional development in teaching for faculty; - teaching at a local and/or national conference	- delivering scholarly work at professional conferences; - completing a dissertation; - producing and/or performing artistic works; - completing IRB-approved, original research; - publishing peer-reviewed piece(s) in journal; - publishing a textbook; - developing open education resources; - developing and disseminating intellectual property; - editing/peer-reviewing scholarly work; - acquiring funding and/or participating in grants; - presenting as an invited speaker; - receiving recognition from a professional organization; - developing and/or collaborating in college-wide forums/events; - publishing teaching materials	- serving on a committee locally and/or nationally; - reviewing grant proposals; - serving on grant funding committee; - receiving honors, awards, and/or recognitions; - delivering professional development at department meetings and/or faculty retreats; - serving on department and/or college committees; - participating in advising, recruitment, and/or retention activities; - participating in and/or hosting faculty searches; - serving on Faculty Senate committees; - responding to information requests from college departments; - giving public lectures; - responding to public queries / performing public service(s); - contributing to media (magazines / newspapers) in subject area; - serving a community and/or non-governmental organization; - mentoring of colleagues or other professionals