



# GOODWIN COLLEGE

## POLICY AND PROCEDURE

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<b>TITLE:</b>	<b>Faculty Promotions</b>
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### **POLICY STATEMENT:**

Goodwin College faculty may progress through four levels of rank: *Instructor, Assistant Professor, Associate Professor and Professor*. Department Chairs 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:** Department Chairs and Program Directors must have, at minimum, an earned master's degree from a regionally accredited institution in an appropriate academic discipline. All Department Chairs must have a minimum ranking of Associate Professor. All Program Directors must have a minimum ranking of Assistant Professor.

**Instructor:** Master's degree in an appropriate discipline from a regionally or nationally accredited institution; prior teaching experience preferred, but not essential.

**Assistant Professor:** Minimum of a Master's degree in an appropriate academic discipline from a regionally or nationally accredited institution; minimum of two years of related work experience; teaching experience at the instructor level; active participation at faculty, department, and other governance committee meetings; positive contributions to Goodwin College programs and students; and a commitment to professional development and other scholarly activity.

**Associate Professor:** Minimum of a Master's degree in an appropriate academic discipline from a regionally accredited institution; minimum of five years of successful teaching, at least two years of which must be at the Assistant Professor level at Goodwin College; active participation in professional and institutional affairs, as evidenced by leadership role on faculty, department, and other governance committees; positive contributions to Goodwin College programs and students; and demonstrated scholarly activity.

**Professor:** Doctoral degree in an appropriate academic discipline from a regionally or nationally accredited institution; minimum of ten years of successful teaching experience, at least three years at the rank of Associate Professor at Goodwin College; active participation in professional, community, and institutional affairs; leadership role on Goodwin College governance committees; community service; positive contributions to Goodwin College programs and students; and increased scholarly activity.

## PROCEDURE DETAILS:

This procedure describes the procedures used by the College to determine faculty promotions in rank.

### Areas of Responsibility

#### Full-Time Faculty

- Complete the application process for promotion with guidance from their Department Chair
  - Create a portfolio that includes an application letter and documentation of teaching excellence, service, and scholarship
  - Use the Promotion Guidelines Table to guide selection of portfolio contents

#### Department Chairs

- Review the portfolio and decide whether or not to recommend application for promotion
- Recommend faculty for promotion in writing (letter included in the portfolio)
- Attend the Academic Review Committee Meeting as a faculty advocate

#### Dean of Faculty

- Collects the portfolios or appeal letters and ensures members of the Academic Review Committee have access to them
  - Convenes and facilitates the Academic Review Committee (ARC) within one month of the receipt of the recommendation
- Records and stores ARC meeting documentation
- Conveys the ARC decisions verbally and in writing to the applicant and the Department Chair
- Provides the Vice President of Human Resources with 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 promotions

#### Academic Review Committee

- Meets once a year to evaluate portfolios and to decide whether to approve or deny promotion requests
- Discusses and resolves appeals

The following table describes the process for faculty:

### Step 1: Discuss the intentions to apply for promotion with your supervisor

- Assemble a portfolio of evidence in support of promotion
  - Organize the portfolio using the following headings:  
**Introduction**  
**Teaching Excellence**  
**Service**  
**Scholarly Activity**
- Write a letter to the Supervisor and/or Department Chair requesting the promotion and list the factors to be considered in judging the request
  - Include this letter in the portfolio introduction
  - Write a concise essay to accompany the remaining three sections and close with a list of the evidence included in the section

### Step 2: Meet with your supervisor to review your portfolio

*If the supervisor agrees that the applicant has met the minimum qualifications for promotional consideration, he/she will recommend promotion to the Academic Review Committee.*

- Portfolio should be given to the Chair **no later than** the end of the spring semester

### Step 3: Academic Review Committee

*The Academic Review Committee will meet to review the portfolio application during the summer semester.*

- ☑ If the supervisor **does not** recommend promotion, the applicant has the right to appeal the decision to the Academic Review Committee
- ☑ That appeal must be made in writing, and will be acted upon within one month of receipt of the appeal

*The Appeal:*

- The Academic Review Committee will invite at least two faculty members from the Faculty Senate who represent different disciplines to participate on the committee to consider both recommendations and appeals

### Step 4: Supervisor will submit your completed portfolio to the Dean of Faculty

*For more information, refer to the Promotions Guideline Table created by the Faculty Senate.*

**All appointments are effective for the fall semester.**

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

COLLEGE 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 College, 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 the Appendix.

### **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 Vice President for Academic Affairs, based on the recommendation of the Department Chair, will review candidates to determine if they have appropriate alternatives to Master's degrees. On occasion, Goodwin College 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 college 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:**

Department Chairs  
Dean of Faculty  
Vice President for Academic Affairs  
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

<b>EFFECTIVE DATE:</b>	Fall 2013
<b>RESPONSIBLE OFFICE (ONLY ONE):</b>	Academics
<b>REVIEW DATE:</b>	Annually

**APPENDIX:**

1. **Promotions Guideline Table created by the Faculty Senate** defines and provides examples of teaching excellence, service, and scholarship created in the Spring of 2013 by Faculty Senate
2. **Rubric** for evaluating promotions portfolios (to be developed in the Summer of 2014)

## Appendix 1: Full-Time Faculty Promotions in Rank

**What constitutes teaching, service, and scholarship at Goodwin College?** This document contains the minimum expectations and examples of the teaching, service, and scholarship activities required for promotion in academic rank.

**Teaching excellence** requires that faculty use models and practices that achieve optimal student learning. The achievement of teaching excellence also requires a commitment to learning and practice using effective teaching pedagogy. **Service** includes all activities that aid the community and professions in addressing societal problems within the College, local, national and international communities. **Scholarly Activity** 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.

**Instructor** – Master's degree in an appropriate discipline from a regionally or nationally accredited institution; prior teaching experience preferred, but not essential.

### Teaching 90%

Teaches five classes a semester and completes all related duties accurately and efficiently. Participates in Community Day and the training that focuses on pedagogy.

For example:

- Facilitating ground or online classes based on best practices that promotes student learning (e.g., provide prompt feedback, communicate high expectations, respect diversity, and use a variety of teaching strategies, etc.)
- Updating syllabi according to the master course syllabus, uploading syllabi to Blackboard prior to the class start, and sending electronic copies to the department by Census Day
- Adhering to instructional procedures and deadlines (e.g., Census Day, final exam and grade deadlines, using Goodwin email to respond to student inquiries promptly, using Blackboard, notifying the Department Chair, Program Director or Administrative Assistant immediately if your class is cancelled due to an emergency)
- Posting and maintaining a minimum of six hour scheduled office hours that consist of a campus presence two hours a day, three days a week, and additional hours by appointment when requested by students in need of academic support
- Supporting the ongoing assessment and development of the curriculum
- Participating in professional development programs that promote teaching excellence and expertise in one's career field
- Attending graduation ceremonies
- Participating in the accreditation process as appropriate
- Participating in Community Day, Faculty Senate, at least one shared governance committee, and department meetings
- Engaging in service and scholarship activities appropriate with the expectations related to the faculty member's academic rank
- Participating in special projects as assigned by the Department Chair

### Service 5%

Serves on department and Faculty Senate meetings. Also serves on at least one governance committee.

For example:

- Supports Goodwin College activities (e.g., attends campus events or contributes to food bank, etc.)
- Promotes the College mission, values, and purposes

### Scholarly Activity 5%

Demonstrates an understanding of current trends in the profession by participating in activities that contribute to the development of expertise in his or her field

For example:

- Attends internal or external events that contribute to the development of expertise in their field.
- Belongs to a professional association.
- Shares expertise when called upon as a faculty member.

**Assistant Professor** – Minimum of a master's degree in an appropriate academic discipline from a regionally or nationally accredited institution; minimum of two years of related work experience; teaching experience at the instructor level; active participation at faculty, department, and other governance committee meetings; positive contributions to College programs and students; and a commitment to professional development and other scholarly activity.

**Teaching 90%**

*Includes the activities associated with the rank of Instructor plus:*

Demonstrates a commitment to engaging students, strengthening the curriculum, using educational technology, and using assessment to improve learning. Continues to participate in activities that deepen understanding of the teaching/learning process.

For example:

- Participates in technology training and then practices using on-ground and online technology to enhance communication and student learning
- Participates in assessment activities and uses insight gained to improve student learning
- Assists with revisions and improvements to the course syllabi, content, etc.
- Uses teacher evaluations to select and participate in workshops or other activities that focus on development as a teacher

**Service 5%**

*Includes the activities associated with the rank of Instructor plus:*

Participates fully in college governance committees, mentors students, and volunteers in service to the College.

For example:

- Serves as an academic advisor
- Volunteers at the College (e.g., helps with orientation, contributes to the food bank, serves as a club advisor)
- Involved in governance committee subcommittee work

**Scholarly Activity 5%**

*Includes the activities associated with the rank of Instructor plus:*

Shares new knowledge and skills informally to help others develop expertise in their field. Attends at least one external professional development activity related to the development of expertise.

For example:

- Shares career expertise with others (e.g., serves as a panel speaker, edits or reviews texts or professional journals, publishes study guides, etc.)
- Shows professionalism in quality of work (committees, reports, etc.)
- Attends professional association meetings
- Demonstrates a commitment to lifelong learning (e.g., pursues higher education, keeps knowledge current, maintains clinical skills and/or certifications)
- Shares ideas for grant research with Program Director/Department Chair in conjunction with Grants Office

**Associate Professor** – Minimum of a master's degree in an appropriate academic discipline from a regionally or nationally accredited institution; minimum of five years of successful teaching, at least two years<sup>1</sup> of which must be at the Assistant Professor level at Goodwin College; active participation in professional and institutional affairs, as evidenced by leadership roles on faculty, department, and other governance committees; positive contributions to Goodwin College programs and students; and demonstrated scholarly activity.

**Teaching 90%**

*Includes the activities associated with the rank of Assistant Professor plus:*

Consistently achieves positive student and faculty evaluations. Relied on as a key department resource for curriculum development.

For example:

- Demonstrates ability to actively engage students in the teaching and learning process, and enjoys positive evaluations from students and academic leaders
- Suggests and develops new courses, certified to design online curricula, including multi-media
- Designs and facilitates workshops or campus discussions on teaching excellence

**Service 5%**

*Includes the activities associated with the rank of Assistant Professor plus:*

Leads governance committee efforts, mentors junior faculty, and volunteers in the local community

For example:

- Volunteers for internal leadership roles (e.g., Faculty Senate, chairs Tier 1/Tier II committee)
- Provides community service in non-professional events (e.g., ACE instructor, local board member)
- Holds office or volunteers for a professional association
- Informally mentors new and junior faculty; may also serve the department in a formal, administrative capacity
- Supports the College's efforts to develop a culture of philanthropy

**Scholarly Activity 5%**

*Includes the activities associated with the rank of Assistant Professor plus:*

Shares ideas and learning through formal presentations or publications

For example:

- Co-presents seminars and workshops and/or co-authors academic or professional papers
- Receives recognition in the form of awards, honors, citations
- Seeks out and assists with grant research, writing, implementation, and assessment with the department's academic leadership and Grants Office

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<sup>1</sup> In rare cases, the College may hire a new faculty member at the rank of Associate Professor when there is demonstrated teaching experience elsewhere.

**Professor** - Doctoral degree in an appropriate academic discipline from a regionally or nationally accredited institution; minimum of ten years of successful teaching experience, at least three years at the rank of Associate Professor at Goodwin College; active participation in professional, community, and institutional affairs; leadership role on Goodwin College Governance committees; community service; positive contributions to Goodwin College programs and students; and increased scholarly activity.

**Teaching 90%**

*Includes the activities associated with the rank of Associate Professor plus:*

Continues to use innovative and varied teaching and assessment strategies to promote student learning.

For example:

- Exhibits master teaching and assessment qualities in ground, hybrid and online courses
- Designs and teaches upper level courses related to his or her expertise, if the option is available

**Service 5%**

*Includes the activities associated with the rank of Associate Professor plus:*

Leads efforts that advance the College's mission, and also models community service at the regional and national level

For example:

- Demonstrates leadership in addressing an issue at Goodwin College or in the local community
- Serves as an evaluator for regional or professional accrediting agency
- Serves in a leadership role on local, regional or national boards, community organizations, or professional associations

**Scholarly Activity 5%**

*Includes the activities associated with the rank of Associate Professor plus:*

Serves as the lead, individually or as part of a faculty team, and presents formally or publishes. Also leads grant or other project-based opportunities.

For example:

- Conducts scholarly research
- Represents the College as a consultant
- Generates innovative services, projects, or programs to promote growth of the College
- Publishes journal articles, textbooks or other scholarly works
- Leads conference or workshop presentations
- Locates and leads grant opportunities including the research, writing, implementation, assessment, and reporting