



GOODWIN COLLEGE POLICY

TITLE: Faculty Promotions

INTRODUCTION 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.

POLICY STATEMENT:

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.

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

- COLLEGE CATALOG
- FACULTY HANDBOOK
- STAFF HANDBOOK
- STUDENT HANDBOOK

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 of 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.

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.

CONTACTS:

- Department Chairs
- Dean of Faculty
- Assistant Vice President/Vice President of Academic Affairs
- Vice President of Human Resources

HISTORY:

- Reviewed by Deans/Chairs/Faculty Senate Leadership Spring 2014
- Approved by Academic Affairs June 2014
- Reviewed February 2016

EFFECTIVE DATE:	Fall 2013
RESPONSIBLE OFFICE:	Academics
REVIEW DATE:	Annually (Jan-March).

APPENDIX:

Include any supporting documentation that would be of use for the interpretation and future evaluation and revision of the policy. Examples include: meeting minutes documenting open forum discussion (arguments for and against, resulting vote), timetables, text of applicable external regulation, etc.

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)