Policy & Procedure No. HR-003
Northshore Technical College

Title: Rank and Promotion
Effective Date: 01/14/2008
Last Revision Date: 09/27/2010
Cancellation:
Office: Human Resources (HR)

Rank & Promotion

POLICY STATEMENT
All recommendations for promotions are the result of the selection process and specific guidelines contained in this document, limitation on assignments of ranks, and within the resources allocated for promotion. Prior to the beginning of the promotion process, the NTC may establish and announce a maximum on the number of promotions that will be granted during an academic year. Promotions approved during one academic year will become effective beginning the Fall semester of the following academic year. Initial placement in rank is subject to board approval. Due to the timeline of this policy scheduled to go before the LCTCS Board March, 2008, all qualifying instructors and program department heads will maintain rank of at least “Instructor”. Subsequent placement and promotion in rank shall reside with the Regional Director in compliance with this and LCTCS Board Policy.

PURPOSE
The purpose of promotion-in-rank is to provide eligible faculty with academic rank as an acknowledgment for exceptional teaching, professional development, and service within their teaching disciplines and within their respective College. The following policy and procedures are established to enable faculty to recommend for promotion their peers who have met the established criteria. In addition, this system will serve as an acknowledgement for contributions to respective teaching disciplines within a College. Note: The initial year will have special considerations regarding procedure in that all faculty are invited to apply.

SCOPE AND APPLICABILITY
This policy and procedures document applies to all full-time faculty, non-degree seeking faculty who teach full-time, and department heads. It does not apply to faculty who are employed in limited appointments or contracts, or adjunct faculty.

SPECIFIC GUIDELINES
A. The Louisiana Community and Technical College System Board of Supervisors has the authority for
granting initial rank (referred to throughout the remainder of this document as “promotion”). Note: Initial placement in rank is subject to LCTCS board approval. Subsequent placement and promotion in rank shall reside with the Regional Director in compliance with this and LCTCS Board Policy.

B. Administrators may earn rank as members of an academic discipline as described in this document. These administrators typically would be serving in a dual capacity both teaching and administering.

C. Option to Not Participate in Initial Rank and Promotion Initiative Faculty who opt not to take advantage in this 2008 initial Rank and Promotion initiative will be ranked as all other new hires. This rank will be that of Instructor. These instructors will be allowed to participate in the new ranking cycle.

ELIGIBILITY REQUIREMENTS

A. Minimum Time-in-Rank Eligibility -- To be eligible for promotion to the next higher rank, a faculty member must have completed a minimum number of years of continuous service in faculty appointment. This minimum number of years will be no less than two (2) years for Instructor to Advanced Instructor and three (3) years for subsequent promotions in rank. This continuous service must be in existing rank at a Technical College under the management of the Louisiana Community and Technical College System Board of Supervisors. An application for promotion may be submitted at the beginning of the fourth year of employment in one’s present rank, in accordance with the established timeline for submitting applications.

B. Professional Preparation for Promotion -- The preferred preparation for a faculty member is a GED and/or High School Diploma, Associate’s Degree, Bachelor's Degree and proper experience, Industry Based Certification, Master’s degree and/or earned Doctorate. The minimum educational and professional credentials for teaching at NTC are set forth as required by the Council on Occupational Education (COE) and NTC. The following are minimal requirements and may be supplemented and/or substituted for individual and/or programmatic achievement as documented in “Section C”. In addition to these minimum requirements, applicants for promotion must meet the following requirements:

Note: In the following five (5) areas it will be the determination of the Rank and Promotion Committee to select a Rank and Promotion threshold/level as follows:

1. Instructor to Advanced Instructor Minimum of earned appropriate General Equivalency Diploma (GED), High School Diploma, Approved Industry Based Certification(s), Program Accreditation, and/or Fifty Percent (50%) of an Associate’s Degree or higher.
2. Advanced Instructor to Master Instructor Minimum of earned appropriate Approved Advanced Industry Based Certification(s), Program Accreditation, and/or Associate’s Degree or
3. Master Instructor to Assistant Professor Minimum of earned appropriate Approved Advanced Industry Based Certification(s), Program Accreditation, and/or Bachelor’s Degree,
4. Assistant Professor to Associate Professor Minimum of earned appropriate Approved Advanced Industry Based Certification(s), Program Accreditation, and/or Master’s Degree.
5. Associate Professor to Professor Minimum of earned appropriate Approved Advanced Industry Based Certification(s), Program Accreditation, Master’s/Doctorate degree in discipline or area related to primary responsibility. Those applicants with a minimum of an earned highest degree may petition to waive credentials.
Note: Some outstanding achievements may be recognized as significant enough to waive the requirement for the Associate’s/Bachelor’s/Master’s/Doctorate degree.

POINT SYSTEM AND CRITERIA FOR PROMOTION

A. Point System and the College Promotion Committee -- The College Promotion Committee is to recommend faculty for promotion who exemplify high quality performance. To be eligible, applicants must earn a minimum number of points as awarded by the College Promotion Committee. Applicants are awarded points based upon documentation of their accomplishments and achievements (primarily within individual portfolios as described later in this document). The points must be earned since the last date of application for most recently attained promotion (or date of hiring) or within the last eight years of technical college employment (with the current year being considered as the eighth year), whichever is more recent. The term “current year” used throughout this section refers to the academic year immediately prior to the academic year in which the application is submitted. Each academic year will consist of Fall, Spring, and Summer semesters.

<table>
<thead>
<tr>
<th>Rank</th>
<th>Criteria (Point Values)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor to Advanced Instructor</td>
<td>High School Diploma or Equivalent and/or Approved Industry-Based Certification and/or Fifty Percent (50%) of an Associate’s Degree or higher. Minimum 65 points.</td>
</tr>
<tr>
<td>(Reviewable Every Two Years)</td>
<td></td>
</tr>
<tr>
<td>Advances Instructor to Master Instructor</td>
<td>High School Diploma or Equivalent and/or Approved Advanced Industry-Based Certification and/or Associates Degree</td>
</tr>
<tr>
<td>(Reviewable Every Three Years)</td>
<td>Minimum 70 points</td>
</tr>
<tr>
<td>Master Instructor to Assistant Professor:</td>
<td>Minimum of 75 points</td>
</tr>
<tr>
<td>(Reviewable Every Three Years)</td>
<td></td>
</tr>
<tr>
<td>Assistant Professor to Associate Professor</td>
<td>Minimum of 80 points</td>
</tr>
<tr>
<td>(Reviewable Every Three Years)</td>
<td></td>
</tr>
<tr>
<td>Associate of Professor to Professor:</td>
<td>Minimum of 85 points</td>
</tr>
<tr>
<td>(Reviewable Every Three Years)</td>
<td></td>
</tr>
</tbody>
</table>

B. Criteria for Evaluation of Achievements -- Faculty members applying for promotion-in-rank will be evaluated on performance and accomplishments as described in this document. Documentation is required for all stated activities. Three performance categories carry a range of points to be awarded. Parts are mutually exclusive of each other. Once an activity has been listed in one part, it may not be listed in any other part. Applicants may not receive more than the maximum number of points in any of the three categories.

The following is a description of the three categories in which candidates will be evaluated:

Part 1: Supervisor’s performance evaluation (0-42 points) as determined by the College Promotion Committee. Based on the Faculty Evaluation Summary

A. Supervisor’s performance evaluation (last three years) is based on written performance evaluations and
observation of classroom performance. Using documented observation of teaching skill, the applicant may receive a maximum of 14 points for each of the three years. Note: Written explanation of missing observations must be provided by administration.

Outstanding 14 points per year; Exceeds Expectation 10 points per year; Meets Expectation 6 points per year; Needs Improvement 2 points per year; Unsatisfactory 0 points per year

Part 2: Service to College (0-30 points as evaluated by College Promotion Committee)

A. Extra Service to College (0-30 points) Each activity in this category will carry variable points as indicated below and must be completed 1) since the last date of application for promotion (or date of hiring) or 2) within the last eight years (for first-time evaluation; with the current year being considered as the eighth year), whichever is more recent.

1) Additional college committee assignments (ex. Council on Occupational Education, SkillsUSA). Service as an active member of an additional college NTC College committee (1 point) or as an officer of an additional NTC committee (2 points). For the purposes of promotion, the term “additional committee” is defined as a college-appointed committee whose mission relates to a specific service for the NTC and is not considered to be a standing committee for which faculty members are required to participate in as part of their routine responsibilities. For example, committee work excludes routine responsibilities of faculty, such as divisional meetings and social activities. Documentation of committee work must include official minutes or an official commendation form to verify attendance and active participation.

2) Serve as an officer on a standing college committee (1 point per committee).

3) Faculty Senate service (1 point per year for participant or 2 points per year as an officer on the Executive Committee)

4) Publication or creation of an Electronic Learning (online course) not completed on release-time utilized within the LCTCS. (0-3 Points) Distinguished service to a campus organization (i.e. SkillsUSA) (1 point per year as determined by the Regional Director or appointee.) Implementation of grants for NTC and/or LCTCS programs not completed on release time (2 points per student technology proposal; 2 point per Incumbent Worker Training Program Grant or equivalent; 2 points per Board of Regents or other grant; maximum 6 points per year.)

5) Presenter at workshops/seminars at the NTC/LCTCS/Approved Educational Entity. (1 point per hour or presentation; maximum of 3 points per year)

6) Service in an area that promotes mission of NTC not within compensated job description (2 points; ex. Property Manager or Safety Coordinator)

7) Service on advisory or steering, or selection committee for a program of the NTC. (0-2 points as determined by Regional Director or Designee)

8) Exemplary service to the NTC as a volunteer must be approved by Regional Director or designee. (One point per 8 hour(s); maximum of 1 point per year)

9) Creation of a new course used by the NTC/LCTCS/Approved Educational Entity. (3 points each)

10) Educational Entity. (3 points each)

11) Other significant contributions such as achieved donations, significant industry partnership development, etc. (0-3 points as commensurate with donation, significant partnerships, etc.)
12) Research study, designed and completed for NTC use, at any level, not completed on release time
   (1 point each.)

   Note: Faculty and Administrators, please offer any additional discussion/review

Part 3: Professional Growth (0-28 points)

Based on the Faculty Evaluation Summary - Form G, Section E

A. Continuing Academic Development (Appropriate Documentation Required) This section requires an
evaluation of the continuing academic and professional development and/or industry based
certification of the applicant. Points may be earned in this part since the last date of application for
most recently attained promotion (or date of hiring). None of the points accumulated in this section
may be used for more than one promotion. This section is not to be used as an evaluation of the
existing academic credentials of the applicant. Each statement of attendance or work must be
accompanied by documentation.

1. Study at the Associate’s, Graduate or Undergraduate level in one’s discipline or related area as
determined by the College Promotion Committee. Each credit hour is valued at two points. All
course work since the applicant’s last promotion, or hiring, may be included. (Transcripts must be
included to verify date of course work.)

2. Industry Based Certification 0-15 points for that year*

   Programmatic Accreditation 0-15 points for that year*
   Associate’s Degree 2 points per earned credit hour that year
   Bachelor’s Degree 2 points per earned credit hour that year
   Master’s Degree 2 points per earned credit hour that year
   Specialist Degree 2 points per earned credit hour that year
   Doctorate Degree 2 points per earned credit hour that year

   *This valued number is at the discretion and prescription of Instructor and Administration.

3. Participation in faculty development activities at approved Northshore Technical College,
Louisiana Community & Technical College, other Industry or Higher Education/entity, completed
since the applicant’s last promotion or within the last eight years, whichever is more recent. Other
study (such as workshops and seminars) in the discipline area(s) related to primary responsibility
completed since the applicant’s last promotion or in the last eight years, whichever is more recent,
can be considered. Workshops or seminars are defined as half-day or whole-day (or longer)
educational activities focused on providing new information on one particular subject. Each
workshop or seminar will be valued at one point for each full-day (6-8 hours of attendance).

B. Professional Development Outside of Northshore Technical College for which Release Time is not
granted (Professional Development which is limited to activities within one's discipline or within the
educational arena does not include community service activities or personal activities.)

   Note: Release Time is appreciated as a temporary release from teaching responsibilities granted by
the institution to faculty for outside activities.

Points may be earned in this section for activities since the last date of application for most recently
attained promotion (or date of hiring) or within the last eight years (with the current year being
considered as the eighth year), whichever is more recent.
1. Service as an officer at the local, state, regional, or national level in a national or regional professional organization. (2 points for each term served, not to be awarded more than once per term)

2. Service on a committee of a national, state, or regional professional organization. (2 points for each term served, not to be awarded more than once per term)

3. Attendance at state, regional, or national conferences of professional organization(s). (1/2 point for each day of attendance, maximum of 3 points per year).

4. Attendance at state, regional, or national conferences or professional organizations where CEUs are obtained. (1/2 point for each day of attendance, maximum of 3 points per year).

5. Active member in honor societies or professional organization(s). (Up to 1 point for each organization, counted once per term, not per year).

6. Significant and outstanding business/industry partnerships in area-related to primary responsibility to gain knowledge and to stay abreast of the latest technology and technical skills necessary to prepare students for industry demands. This shall be determined and/or prescribed by Regional Director as necessary. (2 points for each service, not per year).

7. Work in industry applying technical skills in business/industry in area-related to primary responsibility and completed since the applicant’s last promotion or within the last eight years, whichever is more recent. Fifty hours work experience at a level equal to or higher than primary responsibility is valued at one point. Teaching at other institutions, or compensated teaching for NTC/LCTCS/etc. is specifically excluded.

C. Work of Significance to Profession--Area Related to Primary Responsibility Points that may be earned in this section have no time limit but may be used toward only one application for promotion. It shall be the responsibility of the Instructor to obtain appropriate approvals for, and documentation of, these activities.

1. Presentation given at seminars, conventions, or conferences at the national, state, or regional level. (1 points each year)

2. Advancement of Industry-based certification resulting in Train-the-Trainer certification. (1 points each year)

3. Professional awards received for teaching or for other work of significance in the area of your concentration (1 point per award).

4. Creative works performed or accepted at juried competitions and invitational exhibits at the national, state, or regional level. (1-3 points to be determined by Regional Promotion Committee)

5. Organize a regional, state, or national level competition, exhibit, or conference. (3 points each)

6. Research studies designed and completed for use outside the College. (3 points each)

7. Book publication, or textbook review by recognized professional group or educational publishing company; financed other than by the individual or Louisiana Technical College Region(s) (3 points each.)

8. Professional articles published at the national, state, or regional level. (3 points each)

Composition of Committees

A. College Promotion Committee Serving on College Promotion Committee is a faculty responsibility. Permission not to serve on a committee may be granted by the Regional Director or appointee upon presentation of extraordinary circumstances that would warrant an exception to this policy. To be eligible to serve on the Committee, a faculty member must meet the following criteria:
1. Be employed as a full-time faculty member in the division/department (not limited appointment);
2. Hold the rank of Master Instructor or higher; have been employed full-time at NTC for at least three years;
3. Not be an applicant for promotion during the academic year in which he/she serves the Committee.

The College Promotion Committee will be composed of the Lead Academic or Programmatic Chair and three ranking faculty members of the Region. The Lead Academic or Programmatic Chair will have an ex-officio (nonvoting) role, will be present during committee meetings, and will serve as a resource to the committee regarding the implementation, interpretation, and consistent application of the policy. If the Lead Academic or Programmatic Chair is a candidate for promotion, he/she shall appoint a senior member of the division to serve in this position. The minimum committee composition will be the Lead Academic or Programmatic Chair and three faculty members. If three ranking faculty members are not available, a non-qualifying assistant professor or instructor may serve, or a ranking faculty member may be selected from another division or college.

After Verification of Eligibility for Promotion Forms have been approved, three names of faculty members eligible to serve on the College Promotion Committee will be drawn by lot by a representative of the Faculty Senate in the presence of the Lead Academic or Programmatic Chair and one faculty member in that division.

All members of the College Promotion Committee will be required to attend an in-service workshop on the process for evaluation of promotion application.

The Lead Academic or Programmatic Chair will call the first meeting of his/her College Promotion Committee. At the first meeting, the chair of the College Promotion Committee will be elected.

B. Promotion In Rank Appeals Committee – (Directed by Chief Academic Officers) The members of the Promotion-In-Rank Appeals Committee will be appointed by the Regional Director or appointee, and will be full-professors (if available) who have not served on any other promotion committee during that academic year (if possible). The committee should be composed of at least three members. These members should consist of an Administrator, Instructor from Faculty Senate, and Regional Director Designee. It is encouraged that one of these three members be from outside the Region of application’s origin.

**PROMOTION PROCEDURE**

I. Applicant’s Verification of Eligibility by Division Chair

Faculty members who apply for promotion must complete and submit an application to the Department Head. If no Department Head exists it will be the designee of the Regional Director. This designee will be a party related to the potential applicants’ field and program. Copies of transcripts with degrees conferred and verification of the last date of application for most recently attained promotion (or date of hiring) must be attached. Department Heads are responsible for guaranteeing eligibility for promotion. After approval of this document by the Division Committee Chair,
candidates for promotion will be notified by letter.

II. Eligible applicants are responsible for the following: 1) completing the application; 2) submitting documentation; 3) requesting points; and 4) submitting the application and all supporting documentation to the Department Head.

Those applicants requesting a waiver of appropriate academic degree must file a petition with the Promotion In Rank Appeals Committee once the final evaluation of the Division Promotion Committee has taken place.

The Department Head is responsible for receiving the application and providing the application to the Division Promotion Committee for review. The application will remain in the Division Chair’s possession and will be secured in the Division Chair’s office. Applications will be returned to the applicant thirty days after promotions have been announced.

III. College (Division) Promotion Committee – Process

Applications with supporting documentation from all faculty seeking promotion (including those asking a waiver of the appropriate educational requirement) will be submitted to the appropriate Department Head for review by the College Promotion Committee. Applications are confidential.

The College Promotion Committee may remove from consideration any application not meeting the eligibility requirements.

Final evaluation in the College Promotion Committee will take place only after each committee member has reviewed the supporting documentation of the applicant using the criteria and appropriate point allocation. Each College Promotion Committee member will complete an Individual Rating Worksheet for each applicant. A final will be obtained by averaging scores from each committee member and will be tabulated by the College Promotion Committee Chair.

As each section of the application is reviewed by the College Promotion Committee the total number of points obtained by committee consensus will be recorded on the Division Committee Ratings Worksheet. The College Promotion Committee will explain any discrepancies with the points awarded by the committee and the points recorded by the applicant and the explanation will be attached to the Division Committee Ratings Worksheet. The Division Committee Ratings Worksheet will be used to complete the Application Summary Sheet. The Application Summary Sheet and the Division Committee Ratings Worksheet will then be placed at the front of the application.

Each committee member’s Individual Rating worksheets will be signed, collected by Division Committee Chair, and placed on file in the Department Head’s office until the Division Committee Ratings Worksheet has been completed. The total score obtained by using this system will serve to determine a faculty member’s eligibility for promotion and priority ranking. Rankings will be determined on the basis of points awarded by the College Promotion Committee.

Ties in priority rankings must be resolved at the College level. Each applicant will be assigned a discrete ranking. In the event of a tie, the Regional Director or designee may rule and judge final ranking based upon documentation.
The College Promotion Committee Chair will complete the ranking of each applicant within each academic rank (in descending order of points awarded). This summary will be sent forward to the Regional Director or designee.

The College Promotion Committee of each Division Committee will prepare a letter to notify each applicant of the total number of points awarded and whether or not the applicant was recommended for promotion. A copy of the Division Committee Ratings Worksheet should be attached to letter. If the applicant is not recommended for promotion, the letter will also contain recommendations for strengthening the application in the future.

The NTC College Promotion Committee will receive the ruling on any appeals from the Appeals Committee before beginning its deliberation. The Committee will merge the prioritized lists of applicants that were submitted by the Appeals Committee into one prioritized list for each rank. Each applicant must be assigned a discrete ranking.

Final voting in the College’s Promotion Committee will take place only after discussion. Each member’s ranking of candidates within each academic rank will be signed and filed in the office of the Regional Director or appointee. The rankings will be made available for review upon request by applicants for a period of one year after the promotion recommendations are acted on by the Regional Director and applicants have been notified.

The College Promotion Committee will submit the merged priority listing by rank to the Regional Director or appointee, who will present the recommendations to the Regional Director.

IV. Regional Director or Appointee (Chief Academic Officer)

In this process, the primary role of the Regional Director or appointee is to ensure that guidelines for awarding points have been followed and that the College Promotion Committee has evaluated the applications consistently. In situations in which the Regional Director or appointee concludes that the guidelines have not been followed or that inconsistencies exist (s)he will immediately return the promotion packet to the College Promotion Committee and request the Committee to conduct a new review of the applications affected by their decision.

V. Promotion Appeals Committee

An applicant who disagrees with the points awarded to them by the College Promotion Committee may make an appeal to the Promotion Appeals Committee through the Regional Director or appointee. A formal letter must be submitted by the posted deadline if an applicant wishes to appeal. The letter will be addressed to the Promotion Appeals Committee and submitted to the Regional Director or appointee. The letter must list the exact items being appealed. The Regional Director will call a meeting of the Promotion Appeals Committee prior to the committee’s reviewing of appellant applications. The Promotion Appeals Committee may: 1) uphold the decision of the College Promotion Committee, or 2) reconsider the decision of that committee. The Promotion Appeals Committee will then examine all information that they deem relevant and decide whether additional points should be granted. Based on its decision, the Promotion Appeals Committee may recalculate the points. The Appellant, the College Promotion Committee Chair, and the Regional Director or
appointee will be notified in writing of the committee’s decision, with an explanation of any changes made by the Promotions Appeals Committee.

VI. Regional Director -- The Regional Director will make the final decision regarding recommendations for promotion to the Louisiana Community and Technical College System Board of Supervisors. The Louisiana Community and Technical College System Board of Supervisors must approve all promotions. Following approval the Regional Director will announce to the faculty the names of individuals receiving promotion-in-rank.

Policy Reference: Rank & Promotion Eligibility Framework for Permanent Full-time LCTCS Faculty Members - LCTCS Policy # 1.044

Review Process:

<table>
<thead>
<tr>
<th></th>
<th>Reviewing Council/Entity</th>
<th>Review Date</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>Business Affairs Committee</td>
<td>12/05/2006</td>
<td>01/29/2007</td>
</tr>
<tr>
<td>X</td>
<td>Campus Deans</td>
<td>12/05/2006</td>
<td>01/29/2007</td>
</tr>
<tr>
<td>X</td>
<td>Regional Director</td>
<td>12/05/2006</td>
<td>01/29/2007</td>
</tr>
</tbody>
</table>

Distribution: Distributed Electronically via College’s Internet
Hard Copy Distribution to NTC Campus Deans