



Title: Promotion in Rank	Policy No.: ADM 6.02	Date: 8/1/13 Rev.: 8/1/14, 8/1/17, 8/1/18
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Areas Affected: Faculty, Nursing Program Coordinators, Assistant Dean, and Associate Dean Page 1 of 5


The following “Criteria for Promotion in Rank” are consistent with the policies and procedures for annual faculty evaluation and place high premiums on emergent leadership, quality instruction, and contributions to appropriate knowledge bases that combine to demonstrate service at increasingly high levels as candidates matriculate through academic ranks. Candidates are responsible for providing appropriate evidence which addresses the enumerated expectations upon which the promotion is dependent. In turn, those who render judgments regarding the candidate’s attainment of the criteria must be guided by these general considerations in reviewing a candidate’s portfolio: (1) quality (2) quantity (3) consistency over time, (4) trajectory of the candidate’s work; and (5) the descriptive and reflective nature of the candidate’s portfolio. In more general terms, those who render these judgments must take into account the ways in which the candidate’s work as a whole contributes to the mission and goals of the College, as well as the goals of the program.

**Criteria**

**Assistant Professor:**

*For promotion to this rank, candidates are to demonstrate interest and engagement in the work efforts as described below. The following criteria will be used as guides that establish minimum expectations:*

1. A master’s degree in the faculty member’s discipline.
2. Demonstrated service to the College and the profession that must include documentation that the two most recent annual reviews have a majority of “exceeds expectations” ratings.
3. Evidence of effective teaching that demonstrates but is not limited to:
  - a. Sound organization, coherence, and currency;
  - b. Effectiveness in helping students achieve expected learning outcomes;
  - c. Applications of peer reviews;
  - d. Positive reception by students;
  - e. Active and collaborative contributions to continuous assessment and improvement of courses;
  - f. Demonstrated interest in contributing to a knowledge base appropriate to the teaching field;
  - g. Membership in professional organizations and associations;
  - h. Other emerging indicators of academic citizenship, collegiality, and collaboration that contribute to the success of the program area, School, and College.

Approved by: 	Provost/VP Title	<u>5.14.18</u> Date
<b>Approval History:</b> Provost/VP - 2/14/14; 6/19/17, 1/18 Faculty Forum - 3/14 Policy Committee - 2/18/13, 5/27/14, 6/30/17, 2/18		

**Associate Professor:**

*For promotion to this rank, candidates are to demonstrate achievements indicative of established foundations upon which future efforts toward higher levels of excellence will be built. The following criteria will be used as guides:*

1. A doctoral degree\*, except in rare circumstances;
2. Demonstrated service to the College and the profession that must include documentation that the two most recent annual reviews have a majority of "exceeds expectations" ratings.
3. Evidence of teaching that continues to demonstrate all expectations for the previous rank and that:
  - a. Is reflective in ways that enhance students' attainment of learning outcomes;
  - b. Demonstrates creativity, innovation, and experimentation in teaching methodology;
  - c. Makes original contributions to program curricula;
  - d. Active and collaborative contributions to continuous assessment and improvement of courses and programs;
4. Evidence of contributions to the knowledge base in an appropriate field which may be demonstrated by:
  - a. Scholarship shared at meetings of state or national organizations, and/or published scholarship appropriate to the field;
  - b. Grant activity;
  - c. Participation in professional organizations and associations;
  - d. Mentorship and/or other contributions to faculty development;
  - e. Other consistent indicators of academic citizenship, collegiality, and collaboration that contribute to the success of the program area, School, or College that must include examples of leadership.

\* A faculty member with a field appropriate terminal degree may make a case for exception to the Vice President/Provost in such cases. A decision by the Vice President to allow an individual who does not hold a doctorate to seek promotion would NOT be a guarantee of the promotion itself.

**Full Professor:**

*For promotion to this rank candidates for the most accomplished and honored academic rank must provide externally and internally validated evidence of excellence in one or more areas of consideration detailed for that rank, and meritorious achievement in all areas of professorial work. The following criteria will be used as guides:*

1. At least three years at the rank of Associate Professor;
2. Annual reviews at that rank for the three most recent annual reviews have a majority of "exceeds expectations" ratings.
3. Evidence of teaching that continues to demonstrate all expectations for the previous rank and that has led to evidence of College-wide recognition for sustaining the teaching at high levels;
4. Three or more peer reviewed examples of scholarly contributions to appropriate knowledge bases;
5. Leadership contributions to the collaborative and continuous assessment and improvement of courses and programs;
6. Active and collaborative contributions to continuous assessment and improvement of courses and programs;
7. Examples of mentorship, contributions to faculty development, and other significant service to the College;
8. Leadership in professional organizations or associations and/or appropriate community or other groups;

9. Other sustained indicators of academic citizenship, collegiality, and collaboration that have contributed to the success of the program area, school, and college and that have led to College-wide recognition for positive leadership.

## **Promotion Portfolio Preparation and Checklist**

### **General guidelines**

Ongoing documentation of teaching service and scholarship shall be maintained by the faculty. Faculty is responsible for maintaining a current curriculum vita as well as documentation of course assignments, course evaluations, student evaluation of faculty and student achievement outcomes.

Faculty desiring to be considered for promotion in rank will be required to submit an electronic portfolio (eportfolio).

### **Guiding considerations for all work presented in the eportfolio:**

1. Quality of work;
2. Quantity of work;
3. Consistency over time;
4. Trajectory of work;
5. Descriptive and reflective nature of evidence provided and described in the portfolio.

### **Eportfolio Elements**

1. Creation of a web based site on Weebly
2. Table of contents for organization of sections
3. Sections must include required documents uploaded to the site

### **Required Documents**

The eportfolio must include, in this order:

1. Promotion request form with letter from applicant;
2. Written narrative summary that describes rationale for general consideration for promotion to include clear statement and justifications for the level of promotion in the areas of Teaching, Academic and Professional Citizenship and Engagement; and Scholarship / Contributions to Knowledge Base(s).
3. A complete, updated Curriculum Vita;
4. Annual Individual Developmental Plan for the preceding two years;
5. Annual performance reviews for the past two years;
6. A listing of courses taught for the last two years and current semester.

**Supplemental Documents** (Note: Unlike the rank specific guidelines, these suggestions are more generic; not all will be equally appropriate at each rank).

#### **1. Supplemental documents for Teaching as Service should reflect:**

- a. Most importantly, evidence that students have achieved learning outcomes for courses taught;
- b. Philosophy of teaching;
- c. Evidence of annual growth and improvement;
- d. Examples of innovation, especially uses of technology;
- e. Summaries of student evaluations, peer and of other feedback on instruction
- f. Evidence of change as a result of feedback;
- g. Plans for future growth.

2. **Supplemental documents for Academic and Professional Citizenship and Engagement as Service should reflect:**
  - a. Membership in program and College committees; each, local, state, and national professional committees, commissions, etc., and each community service commitment for the review period, with the most recent first;
  - b. Details to role, frequency of meetings, an direct contributions to accomplishments of that group;
  - c. Efforts were beyond the allocation of workload credit points.
  
3. **Supplemental documents for Scholarship / Contributions to Knowledge Base(s) as Service should reflect:**
  - a. Publications, beginning with the most recent, detail the nature of the publication: Was it refereed (meaning that it was read and reviewed by an editorial board)? Was it solicited? Has it been reprinted or cited? For journals, what is the circulation?
  - b. Description of the knowledge base upon which the publication was based and describe each publication's potential for generating new knowledge;
  - c. Presentations, begin with the most recent, and provide detail as to the context, conditions, and nature of the presentation. Was it invited? Were proposals competitive, and if so, was there feedback provided? Was this a plenary session? What was the size of the conference? Of the audience to whom presentation was made?
  - d. Knowledge base upon which the presentation was based and description of the presentation's potential for generating new knowledge.
  - e. Contributions to research proposals should make the applicant's relative role very clear;
  - f. Published abstracts including contain specific bibliographic details and clarify context (audience size, etc.)

#### **PROMOTION IN RANK NOTES:**

1. Candidates may apply for early promotion to the next rank but must have demonstrated service of the same quality and quantity as those promoted with the requisite years in rank.
2. Candidates' previous experience and achievements either at other institutions or as an adjunct faculty member at Bon Secours Memorial College of Nursing may be considered in making recommendations for promotion. In such cases, the candidate must demonstrate service of the same quality during the time with the College as that required by faculty members who hold the desired rank, and have demonstrated previous service of the same amplitude as that required by faculty members who hold the desired rank.
3. Promotion in rank base salary increase rates are based on market and the American Academy of Colleges of Nursing annual faculty salary survey base rates and are subject to review and approval by Bon Secours Human Resources.

#### **Procedure for Application for Promotion in Rank**

1. The Dean appoints a faculty member who is at least at the rank the applicant is applying for each fall to serve as informal mentor to candidates preparing to seek promotion in rank.
2. The Dean appoints two associate or full professors and two assistant professors each fall to serve a two-year term as members of the Promotion in Rank Peer Review Committee. If necessary, appropriately experienced assistant professors may serve in this role.

3. Candidates for promotion in rank inform the Dean of their intent to seek promotion as early as possible in the academic year prior to the academic year during which promotion will be sought.
4. Candidates make known in writing their intent to apply for promotion to the Dean with a copy to the Vice President/Provost by September 15th of the academic year prior to the desired promotion in rank.
5. The candidate applies formally for promotion in rank by submitting an eportfolio (see *Promotion in Rank Portfolio Preparation and Checklist above*) to the Dean by October 15th in the academic year in which promotion is sought and the portfolios are made available to the Promotion in Rank Peer Review Committee immediately thereafter.
6. The committee members consider the (1) quality; (2) quantity; (3) consistency over time; (4) trajectory of the candidate's work; (5) the descriptive and reflective nature of the candidate's work evidence described in the candidate's eportfolio; and (6) the evidence that candidate meets the requirements for the desired rank.
7. Each member of the committee assesses the candidate's eportfolio and makes an independent anonymous recommendation supported by a written rationale addressing all areas of the applicant's work. These recommendations along with the cover letter from the committee chair summarizing the determinations and reporting the Committee vote is forwarded to the Dean by November 15th.
8. The Dean makes an independent evaluation, taking into consideration the committee members' comments and vote. The dean then forwards the eportfolio, the committee members' recommendation and the decanal letter assessing the candidate's preparedness for promotion with a detailed recommendation regarding the promotion to the VP/Provost by December 1st.
9. The candidate is provided with a copy of the Dean's recommendation.
10. The VP/Provost prepares a written, independent assessment of each candidate's preparedness for the promotion considering all information provided no later than January 15<sup>th</sup>.
11. The candidate is provided a copy of the VP/Provost's decision. This decision is final.
  - a. Promotion, if granted, will be effective at the beginning of the next academic year.
12. The Dean will notify Bon Secours Virginia Human Resources of the promotion using the customary process. Human Resources will ensure appropriate changes in compensation as outlined below.

### **Compensation**

If a faculty member or nursing program coordinator earns a doctoral degree during their employment with the College, the base pay of the faculty member or nursing coordinator will be increased \$1500.

For promotion in faculty rank, the following changes in compensation will be awarded and will take effect at the beginning of the next academic year:

- 10% increase for promotion from Associate Professor to Professor;
- 7% for promotion from Assistant Professor to Associate Professor;
- 5% for promotion from Instructor to Assistant Professor.

