

**TITLE:** Promotion Review for Faculty Holding Academic Rank Policy

**DATE ADOPTED:** January 15, 2019

**EFFECTIVE DATE:** January 15, 2019

**SUPERSEDES:** January 16, 2007

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**PURPOSE:** Promotion in academic rank is awarded by the Board of Trustees based upon an affirmative recommendation by the President that an applicant for promotion is qualified and that his or her record of employment in academic rank at Rowan College at Burlington County evidences demonstrable proof of excellence in teaching and effective student learning, scholarly achievement, professional accomplishment, and distinguished service to the College and the community. With promotion in academic rank, the expectation is that the faculty member will continue to grow in these areas and make significant and continuing contributions to the growth and development of the institution.

**POLICY:** The qualifications and criteria for advancement in academic rank are addressed below:

Assistant Professor: An earned Master's degree from an accredited institution in an appropriate field of study is required; an earned doctorate or other appropriate terminal degree is highly desirable. Demonstrable evidence of excellence in teaching and effective student learning, scholarly achievement, and the ability to make and achieve positive professional accomplishments and render high quality service to the College and community, are the expectations and criteria of promotion to this rank.

Associate Professor: An earned doctorate or other appropriate terminal degree from an accredited institution in an appropriate field of study is required. A minimum of three years' experience as an Assistant Professor at Rowan College at Burlington County is also required. Demonstrable evidence of exceptional teaching and effective student learning, scholarly achievement, and recognized professional accomplishment and distinguished service to the College and community in leadership positions since promotion to the rank of Assistant Professor, are the expectations and criteria for promotion to this rank.

Professor: An earned doctorate or other appropriate terminal degree from an accredited institution in an appropriate field of study is required. A minimum of three years' experience as an Associate Professor at Rowan College at Burlington County is also required. The applicant for promotion to this rank and title must be the consummate professional with demonstrable evidence of exceptional teaching and effective student learning, scholarly achievements including externally documented and recognized professional accomplishments, unambiguous and documented evidence of continual and distinguished service to the College and community in leadership positions and mentoring roles at the highest levels since promotion to the rank of Associate Professor.

Note: Individuals who have previously been awarded academic rank by a prior institution may present qualifications regarding education and experience that would be considered equivalent of the aforementioned qualifications. In such instances, the Board of Trustees may, upon the affirmative recommendation of the President, appoint such individuals to the rank deemed appropriate.

#### **TIMELINE:**

- (1) Candidates for promotion must prepare and submit a promotion review file to their division Dean by February 1<sup>st</sup>.
- (2) The Dean's evaluation and recommendation concerning promotion or non-promotion along with written justification for his/her decision shall be submitted concurrently to the Chair of the Promotion Review Board and the candidate on or before March 1<sup>st</sup>.
- (3) The candidate shall have the opportunity to provide and have written comment on the Dean's evaluation and recommendation considered by the Promotion Review Board. Such written comment, if any, must be provided by the candidate within five business days of receipt of the Dean's evaluation and recommendation and directed to the Chair of the Promotion Review Board.
- (4) The Promotion Review Board will meet on or before April 1<sup>st</sup> to review materials submitted by the candidate and the recommendation of the Dean.
- (5) The Chair of the Promotion Review Board shall communicate the findings of the Board's deliberations and make a written recommendation to the President regarding whether the candidate is recommended for promotion in academic rank. A copy will be provided to the candidate.
- (6) The candidate shall have ten days to exercise the opportunity to provide and have written comment on the Promotion Review Board's recommendation considered by the President.

