PURPOSE
This policy has been enacted to establish and define the process for awarding faculty promotions in rank.

SCOPE
This policy is applicable to tenure and tenure-track faculty, regardless of rank.

POLICY
It is the policy of Concord University to base promotion decisions on a wide range of criteria as appropriate to the mission(s) of the university.

FACULTY PROMOTION IN RANK
The process for consideration of faculty promotions has been developed in cooperation with the faculty and/or duly-elected representatives of the faculty. Promotion is not granted automatically, but shall result from action by the institution, following consultation with the appropriate academic units.

Criteria for Consideration of Promotion Decisions
Examples of criteria appropriate to the mission(s) include but are not limited to:

- Excellence in teaching, the most critical criterion.
- Professional and scholarly activities.
- Service to the Profession, including recognition by peers.
- Accessibility to students.
- Adherence to professional standards of conduct.
- Effective service to the university, college, and department.
- Significant public service to the people of West Virginia, community, region, and beyond.
- Experience at Concord University.
- Possession of a doctorate, special competence, or the highest degree appropriate to the teaching field.
- Continued professional growth.

Faculty with administrative assignments, including academic administrators, may earn full time teaching experience credit through their service to the university.
Although under normal circumstances the minimum criteria listed below for each promotion in rank will be adhered to, it is recognized that there may occasionally be justification for considering possible substitutions to the stated minimum criteria. The person or committee requesting the exception will be expected to validate the request substantively and with cause. The approval of the exception will be the product of the same procedure for deciding promotions.

**PROCESS**

**Application for Promotion**
The candidate initiates the process of consideration for promotion in rank by submitting a letter of "intent to apply for promotion" to the Department Chair and the College Dean by the date set forth by the Office of the Provost.

**Promotion Evaluation**
Consistent with the *Guidelines for the Faculty Portfolio*, the faculty member will develop and submit a Portfolio to the department chair for consideration by the deadline published by the Provost's office.

**Retirement promotion**
The normal criteria established for academic promotion may be waived for a person in his or her last year of service, if he or she will have served ten or more years on the Concord faculty upon retirement.

Faculty should apply for retirement promotion during the academic year preceding retirement by submitting a letter of "intent to apply for retirement promotion" to the department chair and College Dean, typically by end of the fall term.

Candidates granted a retirement promotion will receive a promotion in rank for their last year of service.

**Advancement in Rank**
Candidates for promotion in rank must satisfy the minimum criteria listed for each academic rank, including at least six years of full-time teaching at the rank, as stated in the Board policy on Faculty Appointment, Classifications, and Rank and meet the specific criteria as detailed below.

**Promotion from Assistant Professor to Associate Professor**
In addition to the minimum criteria listed for the academic rank, promotion to Associate Professor requires that candidates demonstrate continuing growth as teachers, scholars, and broadly, as members of the larger academic community.

Promotion to Associate Professor is not directly linked to tenure, but tenure is linked to promotion; i.e., tenure will not be awarded to candidates who do not hold the rank of Associate Professor or higher, or will not be simultaneously awarded tenure and promotion.
**Promotion from Associate Professor to Professor**
A candidate for promotion to professor should demonstrate significant mastery of teaching, including proficient use of instructional methodologies and proven capability of addressing the college’s pedagogical expectations and needs. The candidate should also demonstrate effectiveness in peer mentoring and in providing a model of quality instruction.

In the area of service, the candidate should have established a leadership role at the college, university, and community levels, including chairing committees and reflecting a positive attitude toward discharging duties in the service areas.

In professional growth and development, the candidate should demonstrate that a continuation of the activities that led to earlier promotions still exists and that efforts to keep abreast of new developments in the candidate's discipline are evident.

The decision to promote a faculty member to Professor should primarily be based upon accomplishments since promotion to Associate Professor. Promotion is not awarded solely because of length of service.

**Promotion from Professor to Distinguished Professor**
Beginning in the 2018-2019 academic year, the university has established a rank of distinguished professor. The distinction brings not only recognition but also an increase in compensation for the recipient.

A candidate for promotion to distinguished professor should have been a Professor for at least six years, clearly demonstrate significant mastery of teaching, including proficient use of current instructional methodologies, proven capability of addressing the college’s pedagogical expectations and needs. The candidate should also demonstrate effectiveness in peer mentoring and in providing a model of quality instruction.

In the area of service, the candidate should have demonstrated an increasingly responsible leadership role at the college, university, and community levels, including chairing committees and reflecting a positive attitude toward discharging duties in the service areas.

In professional growth and development, the candidate should demonstrate that a continuation of the activities that led to earlier promotions still exists and that efforts to keep abreast of new developments in the candidate’s discipline are evident.

The decision to promote a faculty member to distinguished professor should primarily be based upon accomplishments since promotion to Professor.
RESPONSIBILITY FOR IMPLEMENTATION
The Provost shall have primary responsibility for assuring faculty promotion processes are efficient and effective.

AUTHORITY FOR INTERPRETATION
The final authority for interpretation of this policy rests with the President and Provost.

REFERENCE / AUTHORITY
HEPC Title 133, Series 9, WV Code 18B-7-3, BOG Policy # 39

Preempts HEPC Series 9, Section 7, replaces previous CU Board Policy No. 39, Procedure for Faculty Evaluation, Promotion, and Tenure and supersedes Concord University Faculty Handbook sections on faculty promotion dated prior to the effective date of this policy.

APPROVAL
Effective: May 04, 2018