

**CONCORD UNIVERSITY BOARD OF GOVERNORS
POLICY NO. 41
CRITERIA AND PROCEDURE FOR FACULTY PROMOTION
IN ACADEMIC RANK**

- SECTION 1.0 GENERAL
Scope: This policy establishes criteria and a procedure for promotion in academic rank for tenured, tenure-track and non-tenure track faculty.
- 1.1 Authority: WV Code 18B-2A and HEPC Procedural Rule Series 9
1.2 Effective Date: November 6, 2007
1.3 Approved by: West Virginia Higher Education Policy Commission
- SECTION 2.0 PURPOSE
2.1 To establish Concord University criteria and a procedure for promotion or initial appointment in academic rank for tenured, tenure track and non-tenure track faculty.
- SECTION 3.0 CRITERIA FOR ACADEMIC RANK
- 3.1 Instructor – Master’s degree is necessary for the rank of instructor.
3.2 Assistant Professor – An earned terminal degree or a master’s degree plus 30 semester hours of graduate level study in the field of specialty; or a master’s degree plus 15 hours of graduate level study in the field of specialty and three years of full-time college/university teaching experience at the instructor level or higher.
3.3 Associate Professor – An earned terminal degree and six years of full-time college/university teaching at the rank of Assistant Professor or higher.
3.4 Professor – An earned terminal degree and six years of full-time college/university teaching at the rank of Associate Professor or higher.
3.5 In addition to the more objective minimum criteria listed for each academic rank, there is the further general requirement that all candidates for promotion to any rank should have professional records that clearly indicate continuing growth as teachers, scholars, and, broadly, as members of the larger academic community.
3.6 Faculty with administrative assignments, including department and division chairs, may earn full time teaching experience through their service to Concord University.
3.7 Furthermore, although under normal circumstances the minimum criteria listed above 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. In such instances, however, 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.

- SECTION 4.0 PROCEDURE FOR PROMOTION IN ACADEMIC RANK
- 4.1 An application for promotion may be initiated by the chair (divisional or departmental), or by the candidate, who submits his/her request to the Divisional Personnel Committee.
- 4.2 The Division Personnel Committee is described in the Concord University Governing Board Policy 39.
- 4.3 The person initiating the recommendation is responsible for providing all necessary documentation to the Committee, including written evidence attesting to excellence in teaching, professional and scholarly activities and recognition, accessibility to students, and effective service to the University and the community. When the chair is the initiator, he/she will inform the candidate of each action as it is taken.
- 4.4 The sequence for review and recommendation is:
- 4.4.1 From Division Personnel Committee
To department chair, if one exists
 - 4.4.2 From department to division chair
 - 4.4.3 From division chair to Vice President
and Academic Dean
 - 4.4.4 From Vice President and Academic
Dean to President
 - 4.4.5 The President shall receive all
Recommendations for promotion
Prior to February 15.
- 4.5 At each step in the review and recommendation process, a written report explaining the recommendation shall be sent to the next level of review with a copy of that report given to the candidate. All such recommendation, positive or negative, shall be forwarded to the President.
- 4.6 The President will inform all applicants for promotion of the decision to grant or deny promotion. The applicant(s) will receive such notification no later than the date of spring commencement in the academic year in which they apply.
- 4.7 Retirement Promotion—The normal criteria established for academic promotion may be waived for a person in his/her last year of service and with ten (10) or more years of service as a Concord University faculty member at the date of retirement.

