

**THREE RIVERS COLLEGE
INSTRUCTION REGULATION**

Section: 6000 Instruction	
Sub Section: 6700 Faculty	
Title: IR 6740 Faculty Rank and Promotion	Page 1 of 5
Primary Policy: IP 6710 Faculty Rights and Responsibilities	
Associated Regulation: IR 6715 Faculty Evaluation and Engagement	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 04-19-2017	Last Revision:

Three Rivers College has established promotion-in-rank to provide eligible faculty with academic rank as an acknowledgement for quality teaching and service to the College. The following regulation is established to enable faculty who have met the established criteria to be recommended for promotion.

Eligibility and Special Conditions

Any member of the corps of instruction is eligible.

Those employees who hold faculty status but who are not a member of the corps of instruction are not eligible to participate in the promotion system and may not hold an academic rank.

The director of libraries or any librarian whose minimum qualifications for hire is the Master of Library Science shall be eligible to participate in the rank and promotion system. Their participation will require participation in the faculty engagement and evaluation system at the same level as coaching staff. No salary adjustments shall be made for such changes in rank.

Academic officers of the college shall be eligible to hold rank and shall be able to participate in the promotion system while serving as an academic officer. However, no promotion while serving as an academic officer shall result in a change in salary.

Once eligibility for promotion has been achieved the faculty member may apply for promotion in that year or any subsequent year until promotion is achieved.

Participation in the promotion system is voluntary.

An applicant may withdraw the application for promotion at any time.

Years in which a faculty member has been under a Performance Improvement Plan may not be counted as years of service for promotion.

Ranks

The ranks of the faculty will be Instructor, Assistant Professor, Associate Professor, and Professor.

Faculty will accumulate points based on level of engagement, years of experience, and education. These points will allow the faculty member to be eligible to apply for promotion. The promotion

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application may be submitted in the year the faculty member plans to meet the eligibility requirements for the next rank and meets the other requirements set forth herein.

Points

The minimum cumulative points required for each rank are as follows:

Instructor:0

Assistant Professor: 200

Associate Professor: 400

Professor: 600

New Faculty

New faculty will enter Three Rivers College at the level of Instructor. At the time of initial appointment, faculty who have held an academic rank at another institution may negotiate the appointment at a higher rank than instructor with no change in initial salary. Points will be earned yearly according to the following table:

Engagement Level	Points Accrued
Engaged	15
Well Engaged	30
Highly Engaged	50

Specific issues may arise in the placing of new faculty, which do not fall neatly into certain categories. Such questions shall be discussed by the Chief Academic Officer and the faculty member in an attempt to reach an agreement. All final recommendations to the college president shall be made by the Chief Academic Officer regarding the initial setting of rank.

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Promotion Criteria

The following minimum criteria must be met for faculty to be eligible to apply for promotion to the next rank:

1. Accrued the minimum total points as follows:

Instructor:0

Assistant Professor: .. 200

Associate Professor: .. 400

Professor: 600

Note: Points accumulated never reset.

2. Held their current rank for a minimum of four years as a regular, full-time faculty member who serves in the corps of instruction. Faculty seeking to apply for promotion may apply during their fourth year with the intention that the promotion take place at the start of their fifth year. Changes in rank may only occur in conjunction with the start of the fiscal year of the college (July 1) and at no time may take place prior to the completion of the fourth year of regular, full-time employment as a faculty member. For those faculty employed at the start of an academic year, this shall mean that they may apply during their fourth year of employment with the promotion becoming effective on July 1 of the fiscal year following their fourth full academic year of employment. For faculty hired at a time other than the start of an academic year (most commonly in January) application for promotion may be submitted during the fourth year of employment, but the associated promotion may not be made effective until the start of the fiscal year after the completion of the fourth year of regular full-time employment.
3. Be a regular, full-time faculty member who serves in the corps of instruction.
4. Be an employee in good standing.

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Retired Faculty

Upon retirement, a faculty member may request emeritus status at the last rank held to the Chief Academic Officer. The emeritus status shall be placed before the faculty for vote and if passed, submitted as a recommendation to the president.

Promotion Procedure:

1—By December 31 during or after the year in which the candidate meets the eligibility requirements outlined herein, the candidate submits a Faculty Promotion in Rank form to the respective Chair.

2—By February 15 of the following year, the chair reviews the eligibility of the candidate, signs the form, and submits it to the Chief Academic Officer for signatures.

3—The office of the Chief Academic Officer shall submit to the President those individuals to be recommended for promotion by March 15.

4— A one-time stipend of not less than \$1,000.00 shall be placed in the budget for those individuals who have been recommended for approval.

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04-19-2017: Initial approval of IR 6740 Rank and Promotion.