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## MEMORANDUM

TO: President's Leadership Team

FROM: Jay K. Box, Ed.D.   
President

DATE: May 18, 2016

RE: *Faculty Promotion Procedures – 2016-2017*

Attached please find a package of information describing the promotion procedures for 2016-2017. Please pay particular attention to the description of promotion procedures, the formats, and the deadlines for development of the promotion notebooks.

Administrative Policy 2.6 Promotion in Rank states that the invitation letter from the college president/chief executive officer is to be "issued on or before May 31 with the portfolio format" to the candidates for promotion.

As initiated in 2004-05, the promotion process is integrated. There is one local promotion committee (appointed by the college president after consultation with the faculty, see policy section 2.6.2.5), one System promotion review committee, and one System appeals committee. However, there are three criteria (with three corresponding portfolio formats):

- One integrated for new hires as of 2004 and for faculty who select to use the new integrated criteria.
- One grandfathered for former UK personnel and faculty hired in Community Colleges prior to 2004.
- One grandfathered for former KY TECH personnel and faculty hired in Technical Colleges prior to 2004.

These are addressed in the enclosed procedures sheet.

Also enclosed is a document (last page) that shows the alignment between the timelines for the promotion process and annual performance evaluations.

Please contact Dr. Rhonda Tracy or me if you have questions about promotion procedures for 2016-2017.

Attachments: Promotion Procedures 2016-2017  
Formats for Promotion Review Notebook  
KCTCS Policies 2.0.1.1, 2.1 (Board & Admin.), 2.5, 2.6, 2.6.3  
Model Timelines



## **PROMOTION PROCEDURES 2016-17**

*The following are KCTCS policies and procedures for promotion during 2016-17. \* The procedures incorporate policies adopted by the Board of Regents and reflect the timeline for the Annual Performance Review process.*

The college president/ceo (after consultation with the division chair/director of library services and/or chief academic officer or chief student services officer) is responsible for initiating the promotion process by inviting a faculty member to prepare a vita and appropriate supporting materials. With the assistance of the faculty member and the division chair, the college president/ceo is responsible for gathering supporting materials and submitting the promotion file. The college president/ceo has the responsibility for ensuring that each promotion file is complete and contains the advice of the division chair and six or more faculty letters, including at least all Associate and Professor division members located on the same campus. Faculty letters should be addressed and sent to the college president/ceo. The college president/ceo also has the responsibility, along with the division chair, for ensuring that his or her recommendations include remarks, if applicable, that one or more of the letters of recommendation in a promotion file may be affected by personal bias.

### **I. Promotion to Professor/Librarian I**

This refers to faculty members who have completed at least six years of service since attaining the rank of Associate Professor or Librarian II. After review by the local promotion committee, these individuals must be considered for promotion and a recommendation by the college president/ceo, either affirmative or negative, shall be made in writing to the Chancellor's Office before **March 13, 2017**. *Faculty members who voluntarily choose not to have a promotion file reviewed by the System Committee should address a letter to the Chancellor's Office stating their position and submit it as explanation with the college president/ceo's recommendation.*

Individuals being considered for either the rank of Associate Professor or Professor who have a negative recommendation from the college president/ceo will be notified by the college president/ceo of that recommendation, and in the case of a Professor candidate be given the opportunity (by the college president/ceo) of submitting a promotion file directly to the KCTCS Senate Advisory Committee on Promotion. Individuals with tenure who choose not to have their files reviewed by the KCTCS System Advisory Committee on Promotion thereby begin a new six-year period beginning July 1, 2017.

Those individuals for whom an affirmative recommendation is made by the college president/ceo and those Professors (tenure/continuing/continued status) who choose to have their file reviewed even though there is a negative recommendation by the college president/ceo will be considered for promotion in the usual manner.

A list of individuals who must be considered is to be submitted to the Chancellor's Office by **October 1**. Other outstanding Associate Professors/Librarian II's who have affirmative

recommendations from the college president/ceo may be considered for promotion to Professor/Librarian I.

## **II. Promotion to Associate Professor/Librarian II**

A list of individuals for whom a decision concerning promotion to Associate Professor/Librarian II must be made is to be submitted to the Chancellor's Office by **October 1**. Other outstanding Assistant Professors/Librarian III's who are not in this mandatory review category and who have affirmative recommendations from the college president/ceo may be considered for promotion to Associate Professor/Librarian II. All promotion materials should be sent to the Chancellor's Office by **March 17, 2017**.

## **III. Promotion to Assistant Professor/Librarian III**

The authority to promote from Instructor/Librarian IV to Assistant Professor/Librarian III has been delegated to the college president/CEOs as well as the promotion in rank (all ranks) of term contract faculty. We need a copy of your letter to each individual promoted locally for the Chancellor's Office files and a list of all those promoted locally for reporting to the KCTCS President and Board of Regents. These materials should be sent to the Chancellor's Office by **May 1, 2017**.

## **IV. Local Committee**

In accordance with KCTCS Policy 2.6, Section 2.6.2.5, each college president/ceo must appoint a local committee (after consultation with faculty) to advise him or her concerning promotions. This committee should be comprised of a representation from each of the divisions and one representative from the non-teaching faculty (librarian/counselor), if feasible. Members of the committee shall be at the Associate Professor rank or above.

## **V. General Information and Time Schedule**

Remember that the recommendations of the local committee on all promotions should be signed by all members of the committee and the vote of the committee given. Reasons for the recommendation, including strengths and weaknesses are to be noted by the committee.

Three portfolio formats are included in the packet:

- Promotion Review Portfolio format for KCTCS faculty hired 2004 and thereafter: all other full-time faculty who select this criteria (based on new integrated promotion criteria, see policy section 2.1.3 – 2.1.3.5)
- Promotion Review Portfolio format for faculty hired in former UK personnel system or prior to 2004 in a community college (based on grandfathered CC promotion criteria, see policy section 2.1.3, Attachment A)
- Promotion Review Portfolio format for faculty hired in former Kentucky TECH System or prior to 2004 in a technical college (based on grandfathered TC promotion criteria, see policy section 2.1.3, Attachment B)

The KCTCS Senate Advisory Committee on Promotion is scheduled to meet the second week of April. We ask that all materials for system review concerning promotion to the ranks of Associate Professor/ Librarian II and Professor/Librarian I be received in the Chancellor's Office no later than **March 17, 2017**. You should have completed action concerning the local promotion of individuals to the rank of Assistant Professor/Librarian III and term contract faculty (all ranks) and have informed them in writing of your decision by **May 1, 2017**.

A calendar of deadlines is enclosed for your reference. If you have any questions concerning the policies and procedures, please contact me or the Chancellor.

### **CALENDAR OF DEADLINES**

By May 31, 2016	Invitation issued to 2016-17 candidates for promotion.
October 1, 2016	List of names of candidates for promotion 2016–17 due to the Chancellor's Office.
March 13, 2017	Recommendations due from college president/ceo, either affirmative or negative, regarding promotions in rank for Associate Professor/Librarian II and Professor/Librarian I.
March 17, 2017	Materials concerning promotion in rank for system review due in Chancellor's Office.
Second week of April	KCTCS Senate Advisory Committee on Promotion meets.
May 1, 2017	Individuals being promoted locally to rank of Assistant Professor/ Librarian III and term contract faculty (all ranks) notified and copy of letter sent to Chancellor's Office by this date.

\* The authority to promote term contract faculty (all ranks) has been delegated to the college president/ceo (see administration policy 2.6.3).

**KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM**  
**FORMAT FOR**  
**PROMOTION REVIEW PORTFOLIO**  
**KCTCS FACULTY HIRED 2004 AND THEREAFTER;**  
**ALL OTHER FULL-TIME FACULTY WHO SELECT THIS CRITERIA**

**INSTRUCTIONS:**

Use this format to assemble your promotion review portfolio.

1. Use a three-ring binder with tabs identifying each section required.
2. Provide clear, legible copies of documents.
3. Information should be from the last three academic years (six semesters – fall/spring), which includes the current academic year. This may be supplemented with significant activities and achievements from prior years. All listings should be in reverse chronological order by term.
4. Verification must be included where indicated.
5. **All required components of the portfolio must be included or addressed.**
6. Eligibility for the year of promotion will include the current academic year. (You can count the year in which you apply.)
7. **See note on page 4 regarding areas of activity on the PPE not assigned to you but which show as a section in the portfolio format.**

**I. COVER SHEET**

Include a cover sheet as follows:

Your Name  
Name of College  
Promotional Rank for Which You Are Being Considered

**II. VITA**

List and provide information in the order indicated:

A. Personal Information

Full Name

Current Rank

Rank Dates

Initial appointment to faculty

Assistant Professor Rank

Associate Professor

B. Education

List colleges/universities attended, locations and dates; degrees awarded, dates, majors(s).

Hours Beyond

Provide the number of graduate credit hours in teaching/subject areas in the following way:  
(1) in master's degree program, and (2) beyond master's degree. If admitted as candidate

for a higher degree, indicate what degree, subject area, college/university, location, and date admitted.

C. Current Professional Certifications, Registries, Licensures  
Provide organization and dates for all held.

D. Experience  
List position, date, and responsibilities.

### **III. TRANSCRIPTS OF ALL EDUCATIONAL PREPARATION**

Provide clear copies of official transcripts from each institution attended. Provide copies of current certificates, licenses, and/or registries. (Identification numbers may be removed from copies.)

### **IV. PHILOSOPHY**

Summarize personal philosophy concerning your work as a faculty member.

### **V. PERFORMANCE PLANNING AGREEMENTS**

Provide copies of the current performance planning agreement and of the previous two years.

### **VI. INSTRUCTION**

Provide a narrative summarizing activities in this area. Elaborate upon activities that demonstrate quality teaching, teaching innovations or experimental techniques of instruction.

#### CREDIT AND DEVELOPMENTAL INSTRUCTION

- Provide a list or table of academic and/or developmental credit instruction activities for the current and previous two years. For each term list the courses taught and the number of credit hours.
- Provide results (summaries only) of all systematic student evaluations of instruction for the current and past two years. Provide a copy of the evaluation instruments.

The following may be provided to further demonstrate excellence in teaching:

- A sample course syllabus that demonstrates innovative course structure or methodologies of instruction.
- Copies of classroom observations.

#### CEU INSTRUCTION

- Provide a list of CEU credit instruction activities for the current and previous two years. Include in the list: CEU courses taught, the number of CEU credit hours awarded, the number of participants and a brief course description.
- Provide results (summaries only) of all systematic student evaluations of CEU instruction for the current and previous two years. Provide a copy of the evaluation instrument.

### **VII. STUDENT GUIDANCE AND ADVISING ACTIVITIES**

Provide a narrative of all guidance and advising activities for the current and previous two years. Include activities pertaining to assigned advisees and unassigned advisees. Include activities

related to career counseling, testing services, advising of non-credit students, and other counseling services.

Provide summary results of all systematic evaluations of Student Guidance and Advising Activities for the current and previous two years. If summaries are not self-explanatory, provide an explanation of summary results.

**VIII. INTERNAL SERVICE - INSTITUTIONAL SERVICE**

List all internal service activities for the current and previous two years. Include a brief description and supporting documentation for active participation in college/system committee assignments, workshop facilitation, program development and any other activities related to institutional service, such as librarianship, institutional effectiveness/research, and accreditation activities. Supporting documentation may include letters from committee chair(s) or other committee members, committee evaluation instrument(s), and/or committee minutes.

**IX. EXTERNAL SERVICE - COMMUNITY SERVICE**

List all external community service activities for the current and previous two years. Include a brief description and supporting documentation, such as brochures, programs, and letters.

**X. PROFESSIONAL DEVELOPMENT**

Give a brief narrative about the importance of professional development, continuous improvement, to your working/teaching responsibilities. In the narrative, refer to those activities in which you have participated in the current and previous two years. Those activities would include workshops, conferences/institutes, and/or courses taken that enhance your job performance. Attach supporting documentation to which you refer in this narrative.

**XI. EDUCATIONAL LEADERSHIP**

Submit examples from the current and previous two years. Provide a list and a brief description referenced to the appropriate evaluation and planning document. Include college, division, program, area, discipline, beyond the local college level [System, state, or national], or other administrative responsibilities. Attach documentation, such as appointment letters, certificates, and evaluations, and provide summary results of any evaluations.

**XII. PERFORMANCE EFFECTIVENESS**

Provide a copy of your Annual Faculty Performance Review Rating for the current and previous two years.

The college president will provide a list with the number of faculty in each performance review category at the college for the current and previous two years.

Provide copies of any documentation relating to progress toward tenure, such as Second, Fourth, or Fifth Year Reviews.

**XIII. LETTERS OF EVALUATION**

Include letters from the following in the order indicated:

- A. President of the College
- B. Division Chair\*
- C. College Advisory Committee on Promotion (CACP) (with committee vote and signature of each member in attendance)
- D. Six (6) or more letters including at least all associate and professor division members located on the same campus. Letters should be addressed to and sent to the college president.

For librarians and counselors, the six (6) letters shall include their discipline colleagues with at least associate and professor rank.

\* If the division chair is being considered for promotion, the chief academic officer writes this letter.

#### **XIV. ADDITIONAL INFORMATION**

Provide additional information which you believe may be of assistance to the committee in making a recommendation. (Examples: special awards such as Great Teacher, Who's Who, or results of Peer Evaluations.)

#### **APPENDIX (optional)**

##### **Note:**

Administrative Policy 2.5 allows some college flexibility in assigning individual areas of activity on the PPE.

Policy 2.5 states,

*KCTCS evaluations shall designate individual duties, goals, and outcomes in the following areas:*

- *Position Responsibilities (including instruction and student guidance/advising activities for faculty),*
- *Internal Service – institutional service,*
- *External Service – community service,*
- *Professional Development activities, and*
- *Educational Leadership/Leadership.*

*The particular areas in which an individual employee is active and therefore is to be evaluated in is dependent upon the employee's individual position and job duties as determined by college/system priorities. All five areas may not apply to all employees.*

Administrative Policy 2.1, section 2.1.3 addresses criteria for promotion in rank, including specific areas of activities that **must** be included on the PPE for those seeking promotion in rank.

In the event that an area of activity, which is not specifically required by the promotion criteria, is shown on the PPE as 0% (advising, for example), then the faculty member would state that it was not assigned by the college (as verified by the PPE) in that section of the portfolio.

# KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM

## FACULTY HIRED IN FORMER UK PERSONNEL SYSTEM OR PRIOR TO 2004 IN A COMMUNITY COLLEGE

### GRANDFATHERED UNDER

### 2003-2004 FORMAT FOR PROMOTION REVIEW NOTEBOOK

#### **INSTRUCTIONS:**

Use this format to assemble your promotion review notebook. Use the same Roman numerals, letters, headings and sub-headings as listed.

Use a three-ring binder with tabs identifying the sections by Roman numerals to organize the materials in the order indicated by this format. Provide clear, legible copies of documents, and do not use plastic page protectors.

Information requested for the current and the past two years may be supplemented with significant activities and achievements from prior years. All listings should be in reverse chronological order.

I. **COVER SHEET** – Include a cover sheet as follows:

Your Name  
Name of the Community College  
Promotional Rank for Which You Are Being Considered

II. **LETTERS OF EVALUATION** – Include letters from the following in the order indicated:

- A. President of the College
- B. Division Chair
- C. Local Promotion and Tenure Advisory Committee (with vote of the committee)
- D. Six (6) letters of evaluation addressed to the Community College President from tenured professional associates and colleagues at the college. Letters from each tenured faculty member in your division must be included even if this results in more than six (6) letters of evaluation being submitted. (Note: Librarians, counselors and all other tenured faculty within the Academic Support Division shall write letters for all faculty promotion candidates within that Division.)
- E. Optional – Other letters of recommendation from professional associates and colleagues, from inside and outside the college.

Note: All letters of recommendation and evaluation must be in Section II.

*[New language in Policy 2.6: The president/ceo of the college has the responsibility for ensuring that each promotion file is complete and contains the advice of the appropriate division chairperson and six or more faculty letters, including at least all Associate and Professor division*

*members located on the same campus. Faculty letters should be addressed and sent to the college president/ceo.)*

III. **SECOND AND FOURTH YEAR REVIEWS** – Provide copies of the Second and Fourth Year Progress Reviews toward tenure, if being considered for promotion to Associate Professor or Librarian II (with tenure).

IV. **VITA** – List and provide information in the order indicated:

A. Personal Information

Full Name

Current Rank

Rank Dates

Initial appointment to faculty (teaching, librarian, or counselor)

Assistant Professor Rank or Librarian III

If applicable, Associate Professor (with tenure) rank, or Librarian II (with tenure)

Teaching area(s) or Counselor or Librarian; if other, explain

B. Education

List colleges/universities attended, locations and dates; degrees awarded, dates, majors(s).

Hours Beyond

Provide the number of graduate credit hours in teaching/subject areas in the following way: (1) in master's degree program, and (2) beyond master's degree. If admitted as candidate for a higher degree, indicate what degree, subject area, college/university, location, and date admitted.

Awards and Scholarships

List awards and scholarships received while in graduate school

C. Experience

List position, date, and institution for teaching, librarian, or counselor activities. List experience related to teaching, library, or counseling.

V. **DISTRIBUTION OF EFFORT AGREEMENT FORMS** – Provide one (1) copy of your Section 1, Performance Planning/Evaluation Summary for the current year, or Performance Planning/Evaluation Summary in conjunction with the Distribution of Effort Agreement form, and such for each of the past two years.

VI. **DESCRIPTION OF DISTRIBUTION OF EFFORT AGREEMENT ACTIVITIES** – The Section 1, Performance Planning/Evaluation Summary, or Performance Planning/ Evaluation Summary in conjunction with Distribution of Effort Agreement (DOEA), represents the assignment of activities for each academic year for teaching faculty, librarians, and counselors as agreed to by the teaching faculty member/librarian/counselor, the division chair, and the president. Teaching faculty, librarians, and counselors should add narrative statements, as they deem appropriate, to fully describe their activities in each area of the planning/summary form and DOEA.

A. Section-I: Instruction Activities

Provide a list of academic and/or developmental credit instruction activities (with a brief description), as reflected in Section 1, Performance Planning/Evaluation Summary for the current year, or Performance Planning/Evaluation Summary in conjunction with Distribution of Effort Agreement (DOEA)-Section I, for the current year and the past two years. Include a list of courses taught, and the credit hours per semester for each course.

Provide results (summaries only) of all systematic student evaluations of Credit Instruction for the current year and the past two years. (If summaries are not self-explanatory, provide an explanation of summary results.)

Provide a list of CEU credit instruction (occupational/professional development of personal/community development) activities with a brief description, as reflected in Section 1, Performance Planning/Evaluation Summary for the current year, or Performance Planning/Evaluation Summary in conjunction with on the DOEA, and such for the past two years. Include a list of courses taught and the CEU credit hours awarded for each course.

Provide results (summaries only) of all systematic student evaluations of CEU instruction for the current year and the past two years. (If summaries are not self-explanatory, provide an explanation of summary results.)

Provide a list and/or brief description of preparation, grading, and all course/ curriculum development activities, including academic, developmental, and CEU credit courses and curricula.

B. Section II: Student Guidance/Advising Instructional Activities

Provide a brief description of activities, as reflected in Section 1, Performance Planning/Evaluation Summary for the current year, or Performance Planning/Evaluation Summary in conjunction with on DOEA-Section II, and such for the past two years. Include activities pertaining to assigned advisees, unassigned advisees, and other related activities such as career related counseling, testing services, advising non-credit students, and other academic advising which is not included in the above groups.

Provide results (summaries only) of all systematic evaluations of Student Guidance/Advising Instructional Activities for the current year and the past two years. (If summaries are not self-explanatory, provide an explanation of summary results.)

C. Section III: Community Service Activities as Related to the Program of the College

Provide a list of public community service (external) activities with a brief description, as reflected in Section 1, Performance Planning/Evaluation Summary for the current year, or Performance Planning/Evaluation Summary in conjunction with on DOEA-Section III, and such for the past two (2) years.

List all academic community service (internal) activities as reflected in Section 1, Performance Planning/Evaluation Summary for the current year, or Performance Planning/Evaluation Summary in conjunction with on DOEA-Section III, and such for the past two years. Include appointed or elected activities for the college, the Community College System, KCTCS, and special assignments.

Provide results (summaries only) of all systematic evaluations for external and internal Community Service Activities for the current year and the past two years.

D. Section IV: Professional Development/Educational Leadership  
Professional Development

List professional development activities as reflected in Section 1, Performance Planning/Evaluation Summary for the current year, or Performance Planning/Evaluation Summary in conjunction with on DOEA-Section IV, and such for the past two years, including meetings/conferences of professional organizations and local workshops attended.

List professional organizations/associations for which you are a current member. List special roles/offices held and dates for those organizations/associations for the current year and the past two years.

List presented papers or chaired sessions at professional meetings. For papers presented, indicate dates and nature of responsibilities, titles of papers or names of sessions. (Enclose a copy, or an abstract, or papers in Appendix.)

List professional publications and dates authored or co-authored. (Enclose a copy, or an abstract, of each in Appendix.)

Provide a brief statement (maximum 1 page) summarizing personal efforts toward professional growth and improvement.

Provide results (summaries only) of all evaluations for Professional Development for the current year and the past two years.

Educational Leadership

Provide a list, along with a brief description, of activities as reflected in Section 1, Performance Planning/Evaluation Summary for the current year, or Performance Planning/ Evaluation Summary in conjunction with on DOEA-Section IV, and such for the past two years; include college, division, program, area, discipline, or other administration.

Provide results (summaries only) of all systematic evaluations for Educational Leadership for the current year and the past two years.

- VII. **PHILOSOPHY** – Summarize personal philosophy concerning your work as a teaching faculty member, a librarian, or a counselor, and your approach to same.
- VIII. **OTHER INFORMATION** – Provide any other information which you believe might be of assistance to the committee in making a recommendation. (Examples: special awards such as Great Teacher, Who’s Who, or results of systematic Peer Evaluations.)
- IX. **TRANSCRIPTS OF ALL GRADUATE WORK** – Provide clear copies of official transcripts of all graduate work from each institution attended.

- X. **EVALUATIVE RATING/RANKING** – Provide one (1) copy of your Annual Faculty Performance Review Rating form for the current year and the past two years.

In this section, the community college president will supply a list with the number of faculty, including librarians and counselors, in each performance review category at the college for the current year and the past two years.

**APPENDIX** (optional)

# KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM

## FACULTY HIRED IN FORMER KENTUCKY TECH SYSTEM OR PRIOR TO 2004 IN A TECHNICAL COLLEGE

### GRANDFATHERED UNDER

### 2003-2004 FORMAT FOR PROMOTION REVIEW PORTFOLIO

#### INSTRUCTIONS:

Use this format to assemble your promotion review portfolio.

1. Use a three-ring binder with tabs identifying each section required.
2. Provide clear, legible copies of documents.
3. Information should be from the last three academic years (six semesters – fall/spring), which includes the current academic year. This may be supplemented with significant activities and achievements from prior years. All listings should be in reverse chronological order.
4. Verification must be included where indicated.
5. **All required components of the portfolio must be included or addressed.**
6. Eligibility for the year of promotion will include the current academic year. (You can count the year in which you apply.)

#### FORMAT:

- I. **COVER SHEET** – Include a cover sheet as follows:

Your Name  
Name of the Technical College  
Promotional Rank for Which You Are Being Considered

- II. **LETTER OF APPLICATION** – Prepare a letter addressing why you feel you should be considered for promotion.

- III. **LETTER FROM IMMEDIATE SUPERVISOR (DIVISION CHAIR OR DEAN OF INSTRUCTION)** – **The immediate supervisor will provide a letter of evaluation of the faculty member's performance, including a recommendation for the portfolio.**

*[Note: The president/ceo of the college now has the responsibility for ensuring that each promotion file is complete and contains the advice of the appropriate division chairperson and six or more faculty letters, including at least all Associate and Professor division members located on the same campus. Faculty letters should be addressed and sent to the college president/ceo.]*

- IV. **VITA/RESUME**– Prepare a vita/resume including the following documentation.

A. Personal Information

Full Name

Current Rank

Rank Dates: Include

1. Initial appointment to faculty (formerly Rank III)
2. Appointment to Assistant Professor (formerly Rank II)
3. Appointment to Associate Professor (formerly Rank I)

B. Education

1. List colleges, universities attended, locations and dates; degrees awarded, dates awarded, major(s).

2. Hours Beyond:

Provide the number of graduate credit hours in teaching or related subject areas in the following way: (1) in master's degree program, and (2) beyond master's degree. If admitted as candidate for a higher degree, indicate what degree, subject area, college/university, location, and date admitted.

3. Professional Development: List all professional development during the past three years, including continuing education (total of 25 hours required for each of those years), college courses, workshops, or certifications in specific areas. Must be verified and include certificates of completion for each activity.

4. Provide copies of transcripts (diplomas) from postsecondary institution, college/university attended. Where applicable, provide high school transcript or GED.

C. Work Experience: Work experience listed here must be field-related. Provide place of employment, address, position held, dates of employment.

D. Teaching Experience: Provide proof of required number of years of teaching experience. KCTCS teaching experience includes teaching in the technical (KY TECH) or community college system prior to the establishment of KCTCS.

E. Awards, Recognitions, Achievements: List, and include documentation for, all awards, recognitions, and achievements received during the past three years.

F. Professional Certifications, Registries, Licensures: Provide organization, dates, identification numbers for all held. Provide documentation (copies of certificates, licenses, or registries).

**V. PERFORMANCE EFFECTIVENESS:**

A. Include a narrative describing your personal teaching philosophy. Include a description of your teaching style, use of different technologies, and methods of instruction in various courses taught.

B. Provide documentation for each of the following and verification where indicated:

**Instructor to Assistant Professor: Required Content**

1. Successful completion of mentorship, KCTCS New Teachers Institute or have previous successful teaching experience. Verification required.
2. Student course evaluations. Results must be verified.
3. Personal (annual evaluations).
4. Course syllabi.
5. Classroom observations. Verification required.
6. Advising.
7. Community Service and Institutional Service.

**Assistant Professor to Associate Professor: Required Content**

1. Student course evaluations. Results must be verified.
2. Personal (annual) evaluations.
3. Course syllabi.
4. Professional development (**25 hours per year**). Must be verified and include certificates of completion for each activity.
5. Advising.
6. Community Service and Institutional Service.
7. Awards, publications, or presentations.

**Associate Professor to Professor: Required Content**

1. Student course evaluations. Results must be verified.
2. Personal (annual) evaluations.
3. Course syllabi.
4. Professional development (**25 hours per year**). Must be verified and include certificates of completion for each activity.
5. Advising.
6. Community Service and Institutional Service.
7. Awards, publications, or presentations.
8. Professional memberships.

- VI. LEADERSHIP:** Provide Recognized Leadership or System/District Leadership as applicable. Provide verification through available documentation, such as copies of administrative evaluations, letters of appointment to system or college committees, other certificates or acknowledges of community leadership.
- VII. MINIMUM TIME IN PREVIOUS RANK:** Provide documentation of time in previous rank.

### **2.0.1.1 Employment Status Categories**

An employment status category is designated for each employee. When a search process is initiated, the college president/chief executive officer shall determine the employment status in accordance with KCTCS Board Policy 2.0-*KCTCS Employment*, based on funding and the needs of the college.

#### **2.0.1.1.1 Faculty Tenured Employment Status**

Full-time tenure-related faculty appointments shall be of two kinds: (1) tenure-track appointments and (2) tenured appointments. Faculty who have completed the tenure review period and are awarded tenure have tenured employment status.

Only regular full-time faculty, as defined in KCTCS administrative policies and procedures regarding time worked categories, are eligible to be tenured. The terms and conditions governing each appointment shall be stated in writing on the official KCTCS appointment record, a faculty tenure contract, which is continuous. Faculty members employed under a tenure contract shall continue to be subject to the terms and conditions of employment until separated from employment.

Although tenure is granted in KCTCS and not in a college, tenured faculty have as the location of their appointment the academic unit of the college as stated in their contracts. A dual appointment to a different college and/or different academic unit may be granted to a faculty member. In such a case, the college president/ceo, in consultation with the faculty member and chief academic officer, shall select one (1) college and academic unit as the faculty member's primary college and academic unit for the purpose of this policy (e.g., governance, evaluation, promotion, separation).

Tenured faculty are eligible for full-time employee benefits as described in benefits policies, procedures, and regulations.

#### **2.0.1.1.2 Faculty Tenure-Track Employment Status**

Faculty employed in a tenure-track position have tenure-track employment status unless and until they earn tenured employment status. The terms and conditions governing each appointment shall be stated in writing on the official KCTCS faculty tenure-track contract.

Only regular full-time faculty, as defined in KCTCS administrative policies and procedure regarding time worked categories, shall have tenure-track employment status.

Tenure-track faculty have as the location of their appointment the academic unit of the college as stated in their contracts. A dual appointment to a different college and/or different academic unit may be granted to a faculty member. In such a case, the college president/ceo, in consultation with the faculty member and chief academic officer, shall select one (1) college and academic unit as the faculty member's primary college and academic unit for the purpose of this policy; e.g., governance, evaluation, promotion, separation.

Regular full-time tenure-track faculty are eligible for full-time employee benefits as described in benefits policies, procedures, and regulations.

#### **Faculty Tenure-Track Review Period**

Tenure-track faculty appointments shall be for one (1) year unless otherwise stated, subject to renewal, but the total tenure-track or probationary period shall not exceed seven (7) years, including recognized previous full-time service with the rank of instructor or librarian IV or higher in other institutions of higher learning. There is one exception: when a faculty member with more than three (3) years in the academic profession is called from another institution and appointed at the rank of associate professor or librarian II or below. That faculty member may be required to serve in a tenure-track status for a period not to exceed four (4) years, even though the total tenure-track period in the academic profession may be extended beyond seven (7) years.

In any case where a period of prior service of a faculty member involves significantly different institutional objectives or significantly different professional activity, all or part of the period of prior service may be eliminated from consideration in determining the -tenure-track period at the Kentucky Community and Technical College System.

The applicability of prior service to the tenure-track period of a faculty member shall be reviewed initially by the prospective faculty member, the appropriate division chairperson, the chief academic officer, and the college president/ceo. This review shall occur either before and/or during the interview of the applicant and prior to the appointment of the applicant as a faculty member. A request that all or part of the prior service be eliminated from consideration in determining the probationary period may be initiated by the prospective faculty member, the division chairperson, or the college president/ceo. After seeking the advice of the College Advisory Committee on Promotion, the college president/ceo shall forward the request with the college president/ceo's recommendation to the KCTCS Chancellor who shall approve or disapprove the request. The following questions shall serve as guidelines in making and considering requests for waiver or elimination of prior service:

1. Did the institution of prior service have similar expectations regarding formal criteria for awarding tenure?
2. Were the measurable achievements of the faculty member at the institution of prior service such that they would be counted as part of the

achievements to be evaluated by the KCTCS in consideration for promotion and tenure?

3. Did the faculty member use the same knowledge and skills and have the same career goals at the institution of prior service that the faculty member shall be using at the KCTCS? and
4. Does employment in the KCTCS involve a change of career and, therefore, a change in the expectations that shall be placed upon measurable achievements within a particular period of time?

Time spent on leave of absence shall count as tenure-track service unless the college granting the leave and the faculty member accepting it agree in writing to the contrary.

Faculty members initially appointed at the rank of full professor or librarian I may be given tenure-track status for a period not to exceed one (1) year. Following appropriate review periods not exceeding in duration those described above, all persons of associate professor or higher rank shall be given tenure or shall not have their appointments renewed; all persons of assistant professor rank shall be promoted to associate professor with tenure or shall not have their appointments renewed. Established appointment, promotion, and review procedures shall be followed in making these decisions.

A tenured associate professor who has not received a recommendation for promotion for six (6) years shall be considered for promotion, and a recommendation by the college president, either affirmative or negative, shall be made to the KCTCS Chancellor during the seventh (7th) year. If the recommendation of the college president is negative, the college president/ceo shall advise the faculty member of the decision not to recommend promotion and shall give the faculty member an opportunity to submit a promotion file to the KCTCS Senate Advisory Committee on Promotion for evaluation. The faculty member shall reply in writing to the college president/ceo either accepting or declining this opportunity for an evaluation of the faculty member's file by the KCTCS Senate Advisory Committee on Promotion. In the case of acceptance, the KCTCS Senate Advisory Committee on Promotion shall review and evaluate the file and recommend to the KCTCS Chancellor in the usual manner. In case of declination, the provision of another opportunity for consideration of the faculty member's promotion by the KCTCS Senate Advisory Committee on Promotion shall not be mandatory until six (6) more years have passed.

#### **Procedure for Promotion and Granting of Tenure**

The college president:

1. Initiates the proposal;

2. Supervises the gathering of vitae with the required and supporting material including the written opinions of the tenured faculty of the appropriate division;
3. Secures the advice of the division chairperson;
4. Secures the advice of the College Advisory Committee on Promotion;
5. Approves or disapproves the proposal at the level of Instructor to Assistant Professor. Notifies the faculty member and the division chairperson; and
6. Forwards to the KCTCS Chancellor recommendations for promotions at the levels of Assistant Professor to Associate Professor and of Associate Professor to Professor.
7. Notifies the faculty member and the division chair if the proposal is approved or disapproved after the proposal goes through all of the steps and a decision is made.

The KCTCS Chancellor:

1. Reviews proposal for completeness;
2. Secures the advice of the KCTCS Senate Advisory Committee on Promotion;
3. Forwards recommendations for approval to the KCTCS President; and
4. Notifies the college president once the proposal is approved or disapproved.

The President of the Kentucky Community and Technical College System:

1. Reviews the proposals;
2. Submits recommendations for approval to the Board of Regents for final action;
3. Notifies the KCTCS Chancellor if the proposal is disapproved.

The Board of Regents:

1. Takes final action.

### **2.0.1.1.3 Term Contract Employment Status**

Regular contract faculty who are in a non-tenure-track faculty position have term contract status. Regular staff in a contract position shall have term contract status.

The terms and conditions governing each appointment shall be stated in writing on an official KCTCS appointment record (faculty term contract or staff term contract). Term employment contract faculty and staff shall not earn continued employment status. Term contracts shall have a maximum contract term of up to but no more than four years.

Term contract faculty and staff shall be classified as regular full-time or regular part time (less than full-time) as defined in KCTCS administrative policies and procedures regarding time worked categories.

Regular full-time contract faculty are expected to participate in KCTCS governance and committee work as deemed appropriate and in keeping with their annual performance planning document. Term contract faculty and staff are subject to all performance appraisal and other human resources policies during the terms of their contracts. If a faculty or staff member violates policy, the faculty or staff member is subject to disciplinary action, up to and including termination prior to the expiration of the term and/or the established non-renewal notification timeline.

Contract faculty and staff have as the location of their appointment the academic unit of the college stated in their contract. A dual appointment to a different college and/or academic unit may be granted a faculty or staff member. In such a case, the college president/ceo, in consultation with the faculty member and chief academic officer, shall select one academic unit as the faculty member's primary academic unit for purposes of this policy (e.g., governance, evaluation, promotion, separation).

Term contract faculty and staff are eligible for employee benefits as described in benefits policies, procedures, and regulations.

#### **2.0.1.1.4 Continued Employment Status**

Faculty and staff who have satisfactorily completed the KCTCS Introductory Period have continued employment status. In addition, former UKCCS and Lexington Community College non-contract staff who exercise the one-time option into the KCTCS personnel system are granted continued employment status. For newly hired employees on or after July 1, 2004, only regular full-time staff shall be eligible to earn continued employment status.

Faculty and staff with continued employment status shall be classified as regular full-time or regular part time (less than full-time) as defined in KCTCS administrative policies and procedures regarding time worked categories.

Regular status faculty who were employed on a non-contract basis and previously earned continued employment status retain their continued employment status while they remain in a non-contract position. Employees with continued employment status shall only be discharged from employment for just cause.

Faculty and staff with continued employment status are eligible for employee benefits as described in benefits policies, procedures, and regulations.

#### **2.0.1.1.5 Continuing Employment Status**

Former 151B faculty and staff who earned continuing employment status under KRS Chapter 151B retain continuing employment status following their transfer to KCTCS under KRS 164.5805. Those faculty and staff who exercise the one-time option into the KCTCS personnel system retain continuing employment status, which is equivalent to continued employment status in the KCTCS personnel system.

Faculty and staff with continuing employment status shall be classified as regular full-time or regular part time (less than full-time) as defined in KCTCS administrative policies and procedures regarding time worked categories.

Faculty and staff with continuing employment status are eligible for employee benefits as described in benefits policies, procedures, and regulations.

#### **2.0.1.1.6 “Status” Employment Status**

Former 18A staff who earned “status” employment status under KRS Chapter 18A retain “status” employment status following their transfer to KCTCS under KRS 164.5805. Those faculty and staff who exercise the one-time option into the KCTCS personnel system retain “status” employment status, which is equivalent to continued employment status in the KCTCS personnel system.

Staff with “status” employment status shall be classified as regular full-time or regular part time (less than full-time) as defined in KCTCS administrative policies and procedure regarding time worked categories.

Staff with “status” are eligible for employee benefits as described in benefits policies, procedures, and regulations.

#### **2.0.1.1.7 “At Will” Employment Status**

Temporary faculty and staff (contract and non-contract) shall have “at will” employment status. “At will” employment is defined as a legal doctrine that states that an employment relationship may be terminated by an employee or the employer at any time and for any or no reason. Regular status, less than full-time, faculty and staff who are hired on or after July 1, 2004, shall have “at will” employment status. Former UKCCS (including former Lexington Community College) non-contract staff retain their employment “at will” status following their transfer to KCTCS under KRS 164.5807. Employees under the KCTCS personnel system who are subject to the Introductory Period have “at will” employment status during the course of the Introductory Period.

Regular faculty and staff with “at will” employment status shall be classified as regular full-time or regular part time (less than full-time) as defined in KCTCS administrative

***KCTCS ADMINISTRATIVE POLICIES AND PROCEDURES***

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policies and procedure regarding time worked categories. Temporary faculty and staff shall be classified as temporary full-time or temporary part-time (less than full-time) as defined in KCTCS administrative policies and procedures regarding time worked categories.

Faculty and staff with “at will” employment status are eligible for employee benefits as described in benefits policies, procedures, and regulations.

**Introductory Period**

The first 6 months of employment is the Introductory Period for employees. During the Introductory Period, employees have “at will” employment status, with their work performance being monitored and assessed. During the Introductory Period an employee may be terminated from employment at any time with or without cause. This Introductory Period and its terms and conditions may be extended by the Vice President primarily responsible for Human Resources at the request of the respective college or cabinet member. Employees who satisfactorily complete the Introductory Period are granted “continued employment status” in accordance with KCTCS Board policies and administrative policies and procedures regarding continued employment status.

An employee may access the KCTCS independent third party appeal process during her/his Introductory Period only in cases involving allegations of statutorily prohibited discrimination.

Faculty and staff employed under a tenure contract, tenure-track contract, or term contract do not have a formal Introductory Period and are not eligible to earn continued employment status; they are governed under the terms of their employment contract (see KCTCS policies and procedures regarding contracts).

4-30-99	6-29-04; 3-22-05; 11-10-09; 9-22-14	6-29-04; 3-22-05; 11-10-09; 9-22-14	
Date Approved by President, KCTCS	Date(s)of Last Review	Date(s) of Last Revision <i>(Include all dates in chronological order)</i>	
(SIGNED)	9-22-14	(SIGNED)	9-22-14
Recommended by	Date	President, KCTCS	Date

## **2.1 Kentucky Community and Technical College System Definition of Faculty, Faculty Rank, and Faculty Titles**

The faculty is comprised of all employees holding faculty rank. Specific employment status categories are described in Board of Regents Policy 2.0.

### **2.1.1 Definition of Faculty, Faculty Rank, and Faculty Titles**

The Faculty of a college shall consist of the following: full-time ranked faculty who teach; full-time ranked librarians; full-time ranked counselors; and other full-time personnel who have faculty rank, tenure, or faculty contract status in the college.

All other administrative or professional personnel shall be considered non faculty in terms of this policy.

Within the limits established by the Kentucky Community and Technical College System Procedures and the *Rules of the Senate*, the faculty members of each college shall determine the educational policies of that college.

A ranked faculty member is a full-time employee of the college who has been appointed to a regular academic rank: Instructor, Lecturer, Assistant Professor, Associate Professor, or Professor; and others that are equivalent to the recognized ranks.

<u>4-30-99</u> Date Approved by KCTCS Board of Regents	<u>9/19/14</u> Date of Last Review	<u>10/4/02; 5/14/04; 9/19/14</u> Date of Last Revision <i>(Include all dates in chronological order)</i>	
<u>(SIGNED)</u> Chair, Board of Regents	<u>9/19/14</u> Date	<u>(SIGNED)</u> President, KCTCS	<u>9/19/14</u> Date

## **2.1 Faculty, Faculty Rank, and Faculty Titles**

### **2.1.2 Full-Time Faculty**

A full-time faculty member is an employee of a KCTCS college who is qualified for appointment to one (1) of the academic ranks listed in Policy Subsection 2.1.3 and ordinarily has full-time teaching duties or has other teaching related duties (e.g. research, academic administration, librarians, counselors) equivalent to a full-time teaching load and fulfills the duties and responsibilities of a faculty member.

#### **2.1.2.1 Librarians (Faculty)**

Librarians perform specific duties as assigned by the director of library services or the chief academic officer. A college's academic programming encompasses four general areas: pre-baccalaureate, occupational/technical, developmental, and continuing education/community service. Librarians assist in achieving educational objectives relevant to these areas.

The library services philosophy supports the general philosophy of an open access college: to assist individuals through college programs to realize their full potential as educated citizens. Toward that end, the duties included in any job description encompass all functions assigned to the librarian as reflected on the annual planning document agreement. Each librarian may, in addition, be given by the director of library services specific assignments that are in keeping with institutional priorities, program needs, and individual expertise. The basic concept of library services is that each college provides a library program to which each individual librarian contributes as student and faculty needs emerge and institutional change occurs. The librarian is evaluated by the director of library services.

General Responsibilities may include:

- To assist with the planning, organization, and evaluation of library and information services.
- To offer quality library and information services.
- To instruct library users to access and evaluate information.
- To remain informed on current trends for library and information services.
- To participate in professional organizations and professional development opportunities.
- To serve on assigned college and KCTCS committees.
- To meet professional standards and ethics that are in accordance with state regulatory statutes and/or the American Library Association (ALA) standards.

Qualifications:

Master's or Doctoral Degree in Library and Information Sciences from an American Library Association accredited program. The librarian will be evaluated by the director of library services.

### **2.1.2.2 Counselors (Faculty)**

Counselors employed by KCTCS colleges are expected to address specific duties as assigned by the chief student services officer or chief academic officer. The college's academic programming encompasses four general areas: developmental, continuing education/community service, occupational/technical, and pre-baccalaureate. The counselor shall be prepared to assist students in achieving educational objectives relevant to these areas.

The counseling program's philosophy is supportive of the general philosophy of an open access college: to assist individuals, through college programs, to realize their full potential as educated citizens. Toward that end, the duties shall encompass all functions normally assigned to the counselor as reflected on the annual planning document agreement. Each counselor may, in addition, be given other assignments that are in keeping with institutional priorities, program needs, and individual expertise.

The counselor will be evaluated annually by the chief student services officer or other designated supervisor.

General Responsibilities may include:

#### Academic and Career Exploration

- To provide academic and career/life planning, counseling, assessment, and development.
- To assist prospective transfer students planning to transfer to a four-year college or university.
- To assist prospective students seeking an occupational/technical certificate, diploma, and degree within KCTCS colleges.
- To periodically engage in teaching (e.g., human development courses, psychology, etc.), as academic credentials allow.

#### Personal Growth Programs and Other Areas that Affect the Complete Development of an Educated Person

- To provide referrals to appropriate community agencies.
- To promote the total development of each individual student.
- To be accountable for meeting professional ethical standards as stated by the American Counseling Association (ACA).

#### Qualifications:

- Master's Degree in Counseling/Counselor Education or in a related field.

- Knowledge and skill competencies in the following areas: human growth and development, helping relationships, career and lifestyle development, social and cultural foundations, student affairs practice in higher education, and assessment.

Preference may be given to:

- Applicants with a doctorate in Counseling/Counselor Education or in a related field.
- Graduates of a CACREP (Council for Accreditation of Counseling and Related Educational Programs) accredited program.
- Substantial experience (3 years) in student affairs practice in higher education.

### **2.1.3 General Criteria for Ranks (KCTCS Faculty Hired 2004 and Thereafter; All Other Full-Time Faculty Who Select This Criteria)**

**Faculty Hired in Former UK Personnel System or Prior to 2004 in a Community College are grandfathered under 2003-2004 promotion criteria. (See Attachment A)**

**Faculty Hired in Former Kentucky TECH System or Prior to 2004 in a Technical College are grandfathered under 2003-2004 promotion criteria. (See Attachment B)**

For eligibility for promotion in rank, see administrative policy 2.6.

#### **2.1.3.1 Instructor or Lecturer**

The title Instructor designates a person whose services are primarily teaching or other teaching-related duties (e.g. research, academic administration, librarians, counselors), advising, community service, professional development, and institutional service based on the planning document agreement.

The title Lecturer designates a person whose services are for specific teaching or other teaching-related duties (e.g. instructional design, online teaching and/or facilitation, laboratory or clinical facilitation). Other academic duties and service may be considered and will be based upon the planning document agreement.

In occupational/technical programs where an academic degree is not available, two (2) years of occupational experience, professional preparation in the field, or registration or certification by a recognized agency may be presented in lieu of educational attainment.

The minimum academic degree for faculty teaching in professional, occupational and technical degree areas must be at the same level at which the faculty member is teaching.

The typical combination is a baccalaureate degree with appropriate work experience.

In the pre-baccalaureate program, faculty must meet the credential qualifications as stated in the Southern Association of Colleges and Schools' *Principles of Accreditation*.

### **2.1.3.2 Assistant Professor**

Promotion to the rank of Assistant Professor will be made when the colleagues, the division chairperson/director of library services, the chief academic officer, or the chief student services officer, and the president/ceo of the college determine that the individual has a current capacity for quality teaching or other teaching-related duties, quality student relations, and community service. The individual will also have demonstrated an interest in professional development and in fulfilling the mission of the college.

The evaluation of the individual's performance should be determined by the use of current objective evaluative instruments used at the college. This rank is a recognition of increased quality and depth of performance and achievement rather than length of service.

### **2.1.3.3 Associate Professor**

Promotion to Associate Professor will be made only after an indication of continuous improvement and contribution as a faculty member. The individual shall have compiled a record of achievement in all assigned areas of activity and have demonstrated leadership in one or more of these. The individual shall also have contributed to the overall fulfillment of the college mission.

The evaluation of the individual's performance should be determined by the use of current objective evaluative instruments used at the college. This rank is a recognition of increased quality and depth of performance and achievement rather than length of service.

### **2.1.3.4 Professor**

Promotion to the rank of Professor will be awarded to an outstanding faculty member who has demonstrated excellence in assigned areas of activity and in professional development as related to the mission of the college. This person shall also have been recognized for educational or professional leadership activities extending beyond the local college level.

**The evaluation of the individual's performance should be determined by the use of current objective evaluative instruments used at the college. This rank is a recognition of increased quality and depth of performance and achievement rather than length of service.**

### **2.1.3.5 Review Periods (All Eligible Faculty)**

#### **Track A: (Continuing Status/Continued Status/Term Contract Status)**

Full-time faculty at the rank of Instructor shall serve three (3) years at the rank of Instructor to be eligible for promotion to Assistant Professor. Full-time faculty at the rank of Lecturer will not be eligible for promotion in rank. Faculty at the rank of Assistant Professor shall serve three (3) years at the rank of Assistant Professor to be eligible for promotion to the rank of Associate Professor. Faculty at the rank of Associate Professor shall serve six (6) years at the rank of Associate Professor to be eligible for promotion to the rank of Professor.

#### **Track B: (Tenure Track/Tenure Status)**

An individual shall not remain as an Instructor for more than three (3) years. If after that period promotion to a higher rank cannot be justified, the individual's appointment in the Kentucky Community and Technical College System shall not be renewed. Non-tenured appointments at the Assistant Professor or Associate Professor level shall not exceed seven years including previous full-time service at the rank of Instructor or higher at other institutions of higher learning, except that no more than three (3) years of previous service may be counted against this seven year probationary period. Reviews shall follow the usual procedures for promotion and must be completed in time for the individual to be notified of the result in accordance with the KCTCS policies and procedures or as otherwise set forth in the individual's Letter of Appointment. Assistant Professors must either be promoted at the end of the probationary period or shall not have their appointments renewed.

### **2.1.4 Types of Appointments Applicable to All Faculty**

All recommendations for appointment to the faculty of KCTCS colleges must be supported by a file containing a complete vita of the candidate, official college transcripts, and letters of recommendation from at least three (3) qualified persons outside the colleges. These recommendations must originate with the chief academic officer or the appropriate administrative officer in concert with the college's and KCTCS' hiring procedures after due consultation with the appropriate faculty members. Established criteria shall form the basis for judgment at all steps of the appointment process.

The precise terms and conditions concerning each appointment shall be stated in writing on an official appointment record.

#### **2.1.4.1 Visiting Professors**

The designation "visiting" before an academic title indicates that the holder of the title has a limited temporary appointment for an academic year, semester, or summer term.

The visiting title used should be appropriate to the appointee's home base position, i.e., Visiting Professor, Visiting Associate Professor, Visiting Assistant Professor, or Visiting Instructor. Where professorial rank or title does not appear to be suitable, the title "Visiting Lecturer" should be used. A visiting appointment may be full-time or part-time, salaried or unsalaried. The appointment is by definition a temporary one and the visitor is not eligible for staff benefits, except that those with salaried full-time appointments are eligible for health insurance coverage. The visiting title does not include eligibility for membership in the Senate. Membership, with or without voting privileges, may be extended to a visiting appointee by the faculties of the college and the division to which the appointee is assigned.

#### **2.1.4.2 Voluntary Faculty**

Voluntary faculty members are those appointed by a KCTCS college president/ceo who receive no stipend or salary and who devote only a part of their time to a program. Usually such faculty members are engaged in private practice or business, but they may hold full-time positions with other institutions and agencies. Voluntary faculty members are not eligible for tenure, for usual benefits available to full-time faculty members, or for membership in the Senate. Faculty membership, with or without voting privileges, may be extended by a college to one (1) or more of its voluntary faculty.

Voluntary faculty may be appointed by the president/ceo of a KCTCS college and reported to the Chancellor. A Voluntary Faculty Data Form shall be completed and is maintained at the college. The college compiles a list of voluntary faculty from the completed Voluntary Faculty Data Forms, which should be forwarded to the Chancellor at the earliest opportunity for processing and reporting to the Kentucky Community and Technical College System President. Since the affiliation of Voluntary Faculty with the college is not documented in the payroll system, completion of the Voluntary Faculty Data Form and submission of the list of voluntary faculty to the System Office is necessary to formalize the association. The Voluntary Faculty Data Form should be completed prior to assumption of duties.

Each spring, voluntary faculty members for the following academic year should be appointed or reappointed at the same time the college is appointing or reappointing full-time faculty members. Voluntary faculty members may be appointed or reappointed for periods determined by the college president/ceo.

When reporting voluntary faculty appointments, a cover letter, or letter of transmittal, should accompany the form.

Signed copies of each Appointment Form, if utilized, are returned to the college.

### **2.1.4.3 Part-Time Faculty– (Less Than Full-Time)**

Part-time faculty are employed by the college to meet the needs of the instructional program. Term contracts are given to the part-time faculty who are appointed by the president/ceo. The employment of part-time faculty members provides expertise which enhances the educational effectiveness of the college. Typically, part-time faculty members are not eligible for membership in the Senate. Membership, with or without voting privileges, may be extended to a part-time faculty member in the faculty of the college and in the division to which the individual is assigned.

### **2.1.4.4 Emeritus Professors**

Upon retirement, tenured status, continuing status, and continued status faculty members may retain their titles with the designation "emeritus" at the discretion and approval of the respective college president/ceo.

In addition, the respective college president/ceo will determine the privileges to be given to the emeritus designated faculty member. Access to such privileges shall be limited to those resources that are owned, managed, and/or controlled at the local college level.

### **2.1.4.5 Retired Faculty Employment**

Official retirees may be hired as a temporary part-time or full-time faculty member in one of two (2) ways:

1. using an approved fee schedule at the part-time per course instruction rate. Such an appointment shall be treated as a temporary part-time per course faculty appointment. The standard Appointment Form must be completed. Appropriate credentials must be on file at the college. No approval is needed outside the college; or
2. with the approval of the Chancellor, the President of the Kentucky Community and Technical College System and the Board of Regents. Such an appointment may be temporary full-time or part-time, for a maximum length of one (1) year. Reappointment for each subsequent year also requires approval of the individuals listed above and of the Board of Regents. This process requires planning to meet published Board of Regents' deadlines. The Board of Regents must approve the appointment prior to the effective date of the appointment. The standard Primary Faculty Appointment and Assignment Form is used to initiate this process. Appropriate credentials must be on file at the college.

In all cases the college should contact the KCTCS Human Resources Office to verify the status of the potential employee, and to check on benefit implications (social security

earnings, Medicare, etc.), and should then advise the retiree. The retiree may also wish to consult with the KCTCS Human Resources Office to check on benefits implications.

**2.1.5 Failure to Support Administrative Action for Promotion (All Eligible Faculty)**

Whenever a recommendation to promote is disapproved by either the Chancellor or the President of the Kentucky Community and Technical College System, this fact must be reported back to the president/ceo of the college with supporting reasons in writing, and an opportunity provided for a thorough discussion among the concerned parties. The president/ceo of the college shall notify the faculty member in writing of the decision not to promote and shall include the reason(s) for the decision. The president/ceo of the college will initiate the discussion with the faculty member. The director of library services/division chairperson, chief academic officer, and/or chief student services officer may be included in such a discussion at the request of the president/ceo of the college or the faculty member. Any related appeals through administrative channels and/or the KCTCS Senate Advisory Committee on Appeals (KCTCS Senate ACA) (for the ranks of Assistant, Associate, or Professor) must be initiated in writing by the faculty member within thirty (30) days after being notified in writing by the president/ceo of the college of the decision not to approve a recommendation to promote.

The faculty member’s appeal, which is sent through the college president’s office, shall be in writing and shall be addressed to the Chancellor. It shall state and explain the basis of the appeal under inadequate consideration and/or incomplete procedure. (See KCTCS administrative policies and procedures regarding faculty appeals through the KCTCS Senate Advisory Committee on Appeals.)

The KCTCS Senate ACA shall follow formal hearing appeal procedures developed by the committee.

	5-15-02; 6-23-04; 3-22-05; 10-12-05; 1-23-08; 11-20-09; 8-24-10; 2-28-11; 12-14-11; 9-22-14	5-15-02; 6-23-04; 3-22-05; 10-12-05; 1-23-08; 11-20-09; 8-24-10; 2-28-11; 12-14-11; 9-22-14
4-30-99	Date(s) of Last Review	Date(s) of Last Revision <i>(Include all dates in chronological order)</i>
Date Approved by President, KCTCS		
(SIGNED)	9-22-14	(SIGNED)
Recommended by	Date	President, KCTCS
		9-22-14
		Date

**2.1 Administrative Policy Attachment A**

**FACULTY HIRED IN FORMER UK PERSONNEL SYSTEM  
OR PRIOR TO 2004 IN A COMMUNITY COLLEGE  
GRANDFATHERED UNDER  
2003-2004 GENERAL CRITERIA FOR RANKS**

Although it would be impossible to specify the exact criteria for judging an appointment or promotion to any one particular rank, a few general statements are made as guides to review committees.

**Instructor in the Community Colleges**

The title Instructor in the Community Colleges designates a person whose services are contracted primarily for teaching, advising, and community service, including professional development, and institutional service (all areas on the planning agreement). The individual should have an understanding of and a belief in the purposes of a community college.

In the pre-baccalaureate program, faculty must meet the credential qualifications as stated in the Southern Association of Colleges and Schools Criteria for Accreditation Manual.

In technical programs where an academic degree is not available, two (2) years of occupational experience, professional preparation in the field, or registration or certification by a recognized agency may be presented in lieu of educational attainment. In technical programs where an academic degree is available, it is expected that the individual shall have at least a bachelor's and preferably a master's degree where appropriate.

**Assistant Professor in the Community Colleges**

Appointment or promotion to the rank of Assistant Professor in the Community Colleges will be made when it has been determined by colleagues, the Division Chairperson, and the President of the Community College that the individual has a current capability for good teaching, good student relations, and community service; and that the individual has demonstrated a genuine concern in fulfilling the purposes of a community college.

The evaluation of the individual's performance should be determined by the use of current objective evaluative instruments.

**Associate Professor in the Community Colleges**

The promotion to Associate Professor in the Community Colleges will be made only after an indication of continuous improvement and contribution as a faculty member. The

individual shall have demonstrated definite leadership in assigned areas of activity and in the overall development of the program of the applicable community college. The individual also shall have earned recognition for educational leadership.

### **Professor in the Community Colleges**

A promotion to the rank of Professor in the Community Colleges should be an indication that the individual is an outstanding, mature faculty member who has been recognized for leadership in the applicable community college and the Community College Branch; and who has demonstrated excellence in assigned areas of activity, in professional development, and in the total program of the applicable community college. It should always be stressed that this rank is a recognition of quality, and depth of performance and achievement rather than length of service.

**2.1 Administrative Policy Attachment B**

**FACULTY HIRED IN FORMER KENTUCKY TECH SYSTEM  
OR PRIOR TO 2004 IN A TECHNICAL COLLEGE  
GRANDFATHERED UNDER  
2003-2004 GENERAL CRITERIA FOR RANKS**

**Definition of Faculty Eligible for Promotion – Technical Colleges**

- A person who spends at least 50% of his/her time in a teaching capacity; 50% of his/her responsibilities are related to an instructional program. (Verify)
- Division/department chairs who are employed in an administrative division/department chair capacity and who do not teach will not be considered for promotion in rank. Division/department chairs from faculty ranks who are assigned division/department chair responsibilities will be required to meet the 50% clause.
- Division/department chairs must teach 50% of their time to be considered for promotion in rank.
- Librarians who hold a Master's Degree in Library and Information Sciences from an American Library Association accredited program are eligible for the ranks of Librarian IV (Instructor), III (Assistant Professor), II (Associate Professor), and I (Professor).
- Faculty classified as part-time by Human Resources (HR) are not eligible to participate in the credentials and promotions process nor faculty governance.

**Certificate and Diploma Programs: Promotions – Technical Colleges**

**Instructor to Assistant Professor – Technical Colleges**

**Performance Effectiveness:** Good recommendations would consist of all required components from the following:

1. Successful completion of mentorship, KCTCS New Teachers Institute or have previous successful teaching experience
2. Student course evaluations\*\*
3. Personal (annual) evaluations
4. Course Syllabi
5. Classroom Observations
6. Advising \*\*\*
7. Community Service and Institutional Service

\*\* Student course evaluations: faculty in correctional settings will have the student course evaluations completed by on-site administration.

\*\*\*Advising: Non-occupational program faculty may submit materials which document collaborative or subject area information which supports the advising process.

**Education:** Completion of associate degree or equivalent\* in teaching or related field.

\*Equivalent of an associate degree is defined as:

1. Any combination of field-related experience, i.e. licensure, certification, apprenticeship, NOCTI, continuing education, ASE, A+, AWS, MACS, etc.
2. One year postsecondary diploma is equal to one year of work experience.
3. Two year postsecondary diploma is equal to two years of work experience.
4. An Associate Degree is 7000 hours or 3.5 years of full-time, field-related work experience.
5. An Associate degree equivalent can also be 64 college credit hours.

**Work Experience\*:** 2 years

\*Work experience must be field-related work experience.

**Teaching Experience:** 3 years, 3 of which must be KCTCS\*.

\*KCTCS teaching experience includes teaching in the technical (KY TECH) or community college system prior to the establishment of KCTCS.

**Professional Activities:** Professional organization membership, campus committee membership, awards and recognition, etc.

### **Assistant Professor to Associate Professor – Technical Colleges**

**Performance Effectiveness: Must be rated as Very Good.**

The portfolio would include appropriate and sufficient documentation from the following required components to support the promotion. The Campus Peer Review Committee (CPR) would review and determine if the criteria were met.

1. Student evaluations of instruction\*\*
2. Personal (annual) evaluations
3. Course Syllabi, proof of varied teaching modalities
4. Professional development, **25 hrs. per year**
5. Advising\*\*\*
6. Community Service and Institutional Service
7. Campus participation: Senate, college-wide committees
8. Awards and recognition, published articles, or presentations at workshops and conferences.

\*\* Student course evaluations: faculty in correctional settings will have the student course

evaluations completed by on-site administration.

\*\*\*Advising: Non-occupational program faculty may submit materials which document collaborative or subject area information which supports the advising process.

**Education:** Bachelor's or equivalent\* with 12 semester hours in teaching or related field.

\*Equivalent of a Bachelor's degree is defined as:

1. Any combination of field-related experience, i.e. licensure, certification, apprenticeship, NOCTI, continuing education, ASE, A+, AWS, MACS, etc.
2. One year postsecondary diploma is equal to one year of work experience.
3. Two year postsecondary diploma is equal to two years of work experience.
4. An Associate Degree is 7000 hours or 3.5 years of full-time, field-related work experience.
5. An Associate degree equivalent can also be 64 college credit hours.
6. A Bachelor's degree equivalent is 14,000 hours or 7 years of full-time, field-related work experience.

**Work Experience\*:** 2 years.

\*For those in academic areas, one year of college equals two years work experience up to two years of education substituting for four years work experience.

**Teaching Experience:** Six years, three of which must be in KCTCS\*.

\*KCTCS teaching experience includes teaching in the technical (KY TECH) or community college system prior to the establishment of KCTCS.

**Recognized Leadership:** Must be evaluated as Very Good.

Local Senate committee officer or chair or major Senate committee, accreditation committee standard chair, officer in faculty council, attended leadership academy, representative to board of directors, student organization advisor, officer in professional organization. (Examples that may be used to meet this requirement)

**Minimum Time in Previous Rank\*:** Three years as Assistant Professor.

Note: Faculty hired prior to academic year 2000-01 may also demonstrate that initial appointment criteria for Assistant Professor has been met to fulfill part of this three year requirement for the initial promotion in rank. (Thereafter, time in the promoted rank must be served.)

### **Associate Professor to Professor – Technical Colleges**

**Performance Effectiveness:** Must be rated as Excellent.

The portfolio would include appropriate and sufficient documentation from the following required components to support the promotion. The Campus Peer Review Committee (CPR) will review and determine if the criteria were met.

1. Student evaluations of instruction\*\*
2. Personal (annual) evaluations
3. Course Syllabi, proof of varied teaching modalities
4. Professional development, **25 hrs. per year**
5. Advising\*\*\*
6. Community Service and Institutional Service
7. Campus and System or District participation: local and system or state or national
8. Awards and recognitions, published articles, or presentations at conferences and workshops.

9. Professional memberships

\*\* Student course evaluations: faculty in correctional settings will have the student course evaluations completed by on-site administration.

\*\*\*Advising: Non-occupational program faculty may submit materials which document collaborative or subject area information which supports the advising process.

**Education:** Bachelor's degree in teaching or related field.

**Work Experience\*:** 2 years.

\*For those in academic areas, one year of college equals two years work experience up to two years of education substituting for four years work experience.

**Teaching Experience:** 10 years, 6 of which must be under KCTCS\*.

\*KCTCS teaching experience includes teaching in the technical (KY TECH) or community college system prior to the establishment of KCTCS.

**System/District Leadership:** Must be evaluated as Excellent.

**Minimum Time in Previous Rank\*:** 6 years as Associate Professor

Note: Faculty hired prior to academic year 2000-01 may also demonstrate that initial appointment criteria for Associate Professor has been met to fulfill part of this six year requirement for the initial promotion in rank. (Thereafter, time in the promoted rank must be served.)

## **AAS and AAT Programs and Courses: Promotions – Technical Colleges**

### **Instructor to Assistant Professor – Technical Colleges**

**Performance Effectiveness:** Good recommendations would consist of required components of the following:

1. Successful completion of mentorship, KCTCS New Teachers Institute or have previous successful teaching experience
2. Student course evaluations\*\*
3. Personal (annual) evaluations
4. Course Syllabi
5. Classroom Observations
6. Advising\*\*\*
7. Community Service and Institutional Service

\*\* Student course evaluations: faculty in correctional settings will have the student course evaluations completed by on-site administration.

\*\*\*Advising: Non-occupational program faculty may submit materials which document collaborative or subject area information which supports the advising process.

**Education:** Bachelor's or equivalent\* in teaching or related field.

**Work Experience\*:** 2 years.

\*For those in academic areas, one year of college equals two years work experience up to two years of education substituting for four years work experience.

**Teaching Experience:** 3 years which must be under KCTCS\*.

\*KCTCS teaching experience includes teaching in the technical (KY TECH) or community college system prior to the establishment of KCTCS.

**Professional Activities:** Professional organization membership, campus committee membership, awards and recognition, etc.

### **Assistant to Associate Professor – Technical Colleges**

**Performance Effectiveness: Must be rated as Very Good**

The portfolio would include appropriate and sufficient documentation from the following required components to support the promotion. The Campus Peer Review Committee (CPR) would review and determine if the criteria were met.

1. Student evaluations of instruction\*\*
2. Personal (annual) evaluations
3. Course Syllabi, proof of varied teaching modalities
4. Professional development, **25 hrs. per year**
5. Advising\*\*\*
6. Community Service and Institutional Service
7. Campus participation: i.e. Senate or college-wide committees
8. Awards and presentations, published articles, or presentations at conferences and workshops.

\*\* Student course evaluations: faculty in correctional settings will have the student course evaluations completed by on-site administration.

\*\*\*Advising: Non-occupational program faculty may submit materials which document collaborative or subject area information which supports the advising process.

**Education:** Bachelor's or equivalent\* with 18 semester hours in teaching or related field.

**Work Experience\*:** 2 years.

**Teaching Experience:** 6 years, 3 of which must be under KCTCS\*.

\*KCTCS teaching experience includes teaching in the technical (KY TECH) or community college system prior to the establishment of KCTCS.

**Recognized Leadership:** Must be evaluated as Very Good.

Local Senate committee officer or chair or major Senate committee, accreditation committee standard chair, officer in faculty council, attended leadership academy, representative to board of directors, student organization advisor, officer in professional organization.

**Minimum Time in Previous Rank\*:** 3 years as Assistant Professor.

Note: Faculty hired prior to academic year 2000-01 may also demonstrate that initial appointment criteria for Assistant Professor has been met to fulfill part of this three year requirement for the initial promotion in rank. (Thereafter, time in the promoted rank must be served.)

### **Associate Professor to Professor – Technical Colleges**

**Performance Effectiveness:** Must be rated as Excellent.

The portfolio would include appropriate and sufficient documentation from the following required components to support the promotion. The Campus Peer Review Committee (CPR) would review and determine if the criteria were met.

1. Student evaluations of instruction \*\*
2. Personal (annual) evaluations
3. Course Syllabi, proof of varied teaching modalities
4. Professional development, **25 hrs. per year**
5. Advising\*\*\*
6. Community Service and Institutional Service
7. Campus and System or District participation: local and system or state or national
8. Awards and recognitions or published articles or presentations at conferences and workshops
9. Professional memberships

\*\* Student course evaluations: faculty in correctional settings will have the student course evaluations completed by on-site administration.

\*\*\*Advising: Non-occupational program faculty may submit materials which document collaborative or subject area information which supports the advising process

**Education:** Bachelor's degree required plus Master's degree or Master's equivalent\* in teaching or related field.

\*Equivalent of a master's degree is defined as:

1. Any combination of graduate education and teaching experience above the required ten years.
2. Two years of additional teaching experience equals 15 graduate credit hours.
3. Two years teaching experience equals one year of education with a maximum of four years teaching experience substituting for two years of education.

**Work Experience\*:** 2 years.

**Teaching Experience:** 10 years, 6 of which must be under KCTCS\*.

\*KCTCS teaching experience includes teaching in the technical (KY TECH) or community college system prior to the establishment of KCTCS.

**System/District Leadership:** Must be evaluated as Excellent.

**Minimum Time in Previous Rank\*:** 6 years as Associate Professor.

Note: Faculty hired prior to academic year 2000-01 may also demonstrate that initial appointment criteria for Associate Professor has been met to fulfill part of this six year requirement for the initial promotion in rank. (Thereafter, time in the promoted rank must be served.)

**Related Information: COE/SACS Requirements for AAS/AAT Degree Programs and Courses**

**A. COE Requirements:** (*COE Handbook, p.51, B*)

4. Faculty members who teach general education courses in Associate Degree programs hold a minimum of a Bachelor's degree with 15 hours or 23 quarter hours in the teaching discipline. (In exceptional cases, evidence of outstanding professional experience or creative achievement in the field may be considered in lieu of formal academic requirements.)
5. Faculty members who teach in technical areas of associate degree programs hold a minimum of an Associate Degree. (In exceptional cases, evidence of outstanding experience and skills in the technical field may be considered in lieu of formal academic requirements.)

**B. SACS Requirements:** (*Criteria, pp. 43-44*)

Each full-time and part-time faculty member teaching courses in professional, occupational and technical areas other than physical activities courses that are components of associate degree programs designed for college transfer, or from which substantial numbers of students transfer to senior institutions, must have completed at least 18 graduate hours in the teaching discipline and hold a master's degree, or hold the minimum of the master's degree with a major in the teaching discipline.

In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation for faculty members teaching both transfer and non-transfer courses in these areas. Such cases must be justified by the institution on an individual basis.

**C. Other Regulating Bodies:**

Where other regulating bodies or accrediting agencies are a factor, those criteria must be met. (ex. Allied Health, Nursing)

**D. KCTCS Policy on Collaborative Program Development:**

Kentucky Community and Technical College (KCTCS) collaborative program development processes shall meet criteria specified by the accrediting bodies of the respective community and technical colleges and any required programmatic standards. (Board of Regents Policy 4.12, approved 9/16/98)

For collaborative programs, faculty must meet both SACS/COE requirements or document an exception.

## **2.5 KCTCS Performance Review**

KCTCS has a system-wide standardized process of annual performance review for regular full-time KCTCS faculty and staff. The performance review process includes the following reviews:

- a regular process for performance evaluation, and
- an additional, optional process of evaluation of significant accomplishments for determination of eligibility for a merit bonus.

The purpose of the annual performance review is to set forth job expectations and corresponding goals, to measure individual performance related to goals, to achieve individual employee improvement through constructive feedback, and to achieve organizational improvement.

The annual performance review cycle corresponds with the fiscal and academic years from July 1 through June 30 of each year, and consists of the following:

- Planning Process for current and new employees
- Initial Employment Period Evaluation for new employees
- Optional Mid-year Review
- Annual Performance Evaluation for regular full-time and regular part-time employees.

The annual performance review cycle includes deadlines for each step to occur no later than on or before the last working day of the following dates:

- **May-August** – Supervisors shall conduct the performance evaluation Planning Process by meeting with employees to establish performance evaluation goals and optional significant accomplishment goals for the upcoming fiscal year. The planning process for new employees and employees who change positions shall be completed within one month of their employment/change in position.
- **August 31** – Supervisors shall conduct the planning process and submit the completed performance evaluation planning document and the optional significant accomplishment planning document to the college president/ceo or designee.
- **December/January** – Supervisors shall conduct the optional Mid-Year Progress Report/meeting with employees, at the discretion of supervisors and/or the college president/ceo.
- **February** – Supervisors shall conduct the annual performance evaluation by the supervisor for faculty promotion candidates.
- **May 15** – Supervisors shall complete the annual performance evaluation by the supervisor (excluding the evaluations of faculty promotion candidates), including conducting the evaluation meeting with the employee.
- **June 7** – Parties of the local review process shall review employee outcomes related to goals for significant accomplishments and make an approval determination regarding

eligibility for merit bonuses; college officials shall submit completed PPE forms to the KCTCS Human Resources office.

- **June 30** – Nonrecurring merit bonuses are awarded.

**Note:** Within 6 months of the initial employment of new employees, supervisors shall conduct the Initial Employment Period performance evaluation.

Performance planning and evaluation shall also be addressed in accordance with applicable KCTCS policies and human resources procedure(s) related to performance evaluation.

### **2.5.1 Performance Planning and Evaluation**

As part of a continuing program of improvement and growth both in the instructional and non-instructional areas, KCTCS utilizes a periodic performance review for all regular full-time faculty and staff. The Performance Planning and Evaluation (“PPE”) process is used to establish annual individual goals and to report outcomes.

KCTCS evaluations shall designate individual duties, goals, and outcomes in the following areas:

- Position Responsibilities (including instruction and student guidance/advising activities for faculty),
- Internal Service – institutional service,
- External Service – community service,
- Professional Development activities, and
- Educational Leadership/Leadership.

The particular areas in which an individual employee is active and therefore is to be evaluated in is dependent upon the employee’s individual position and job duties as determined by college/system priorities. All five areas may not apply to all employees.

The KCTCS Performance Planning and Evaluation Program form shall be completed in performing the evaluation by the immediate supervisor, chief academic officer, division chairperson, and the faculty member. To serve this purpose, input from students, colleagues and administrators are to be used as applicable. In the assessment of teaching and advising, student appraisal is to be included for at least one (1) semester each year.

The purpose of performance review is individual and institutional improvement. To help in achieving this purpose, the performance review process shall determine, for each faculty member, both a quantitative assessment and a qualitative judgment of the faculty member's activities during the review period in the areas as outlined in the individual's KCTCS PPE form.

### **2.5.1.1 Criteria for Evaluation of Faculty for Appointment and Promotion; Criteria for Evaluation of Staff**

In addition, the following areas of activity are considered in the annual, optional mid-year, and initial employment period evaluations, as well as for faculty in the appointment and promotion processes.

Since all faculty appointments and promotions shall be made on the basis of performance, a detailed statement on each of these areas shall serve as a guide to promotion review committees evaluating the expectations and accomplishments of a faculty member.

#### **2.5.1.1.1 Position Responsibilities**

##### **A. Faculty Position Responsibilities**

###### **Faculty Instruction**

The primary function of a faculty member in a KCTCS college is to provide instruction of superior quality. Superior teaching is recognized as a distinct value and must be used as evidence for appointment and promotion of faculty. Objective evidence of the quality of teaching must be obtained and considered. Such evidence shall consist of reports by colleagues, evaluation by students, and, if available, evaluation by graduates of the KCTCS college. Evidence of superior teaching also can be demonstrated by competence in the following:

1. Course objectives that are clearly defined. The relationship to prerequisites and courses which follow should be well conceived, and the relationship of the course to the field of study in general should be articulated.
2. The organization of the course is in the form of an outline and assignments reflect a logical and imaginative approach to the subject.
3. The course content is kept up to date and is consistent with the level at which the course is offered in the curriculum.

A faculty member establishes the proper level of instruction in the course. The capacity and background of the students are not irrelevant in this regard, but the objectives of the course and its usefulness in preparing students for more advanced work are not compromised. The level of instruction does not make undue concessions to the limitations of students, but is not so advanced that if not comprehended the course fails to fulfill its purpose.

4. The faculty member is aware of and, where appropriate, uses newer educational media in teaching, including e-learning or “blended” instruction.

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5. The faculty member teaches in such a manner that the students work to the level of their abilities, i.e., enrichment of opportunity for students to achieve at significantly different levels.
6. The faculty member is skillful in evaluating student progress. The faculty member also has the ability to devise and use valid instruments for evaluation which are pertinent to the learning experiences provided by the course.
7. The faculty member is effective in presentation and interpretation of subject matter. Effective techniques of instruction vary with individuals but certain standards of performance have general applicability.
  - a. The faculty member is poised and always in command of self and the classroom situation;
  - b. The faculty member's presentations are always organized in a manner conducive to learning and always reflect thorough preparation;
  - c. The faculty member's manner of presentation and substance of presentation holds the attention and interest of students;
  - d. The faculty member establishes a rapport with the class that is conducive to sustained and enthusiastic pursuit of the subject;
  - e. The faculty member gains the respect of students for knowledge of the subject and ability to communicate and stimulate interest in the subject; and
  - f. The faculty member establishes a reputation as a teacher who is fair and thorough in evaluation and as a person who is interested in the progress of students.
8. The faculty member carries an appropriate share of the total instructional load of a division or department in a KCTCS college and contributes to the maintenance of a vigorous tone in the division's or department's instructional program.
  - a. There is both a quantitative, and a qualitative, dimension to instruction. Consideration is given to a person who teaches a variety of courses, or to the faculty member who can teach effectively a large number of students;
  - b. The positive tone of an instructional program is obviously an intangible property. A poor tone, however, is easy to discern; disinterested students, lack of rapport between the faculty member and students, and casual presentations in class are some of the more apparent characteristics. A most telling indication of "tone" is an atmosphere in which the student feels that the instructor and the student are working together on the

problem, as contrasted to an atmosphere in which there is a cold war tension between the two parties; and

- c. The faculty member has the respect of colleagues as a teacher.

### **Faculty Student Guidance-Advising Activities**

KCTCS colleges strive to project a student-centered image by emphasizing, as one of their functions, the comprehensive attempt to meet the needs of students who vary widely in academic potential and academic interest. Academic advising is a more important function in KCTCS colleges than in four-year institutions due to the heterogeneity of the student body, the variety and complexity of decisions which the students must make, and the need for developmental programs to prepare students for collegiate work.

1. Faculty members are concerned with the opportunities to serve as advisers to students. For effective contributions as a student adviser the faculty member:
  - a. Demonstrates an interest in working with students as an adviser;
  - b. Demonstrates the ability to deal effectively with students in a one-to-one relationship;
  - c. Demonstrates a willingness to learn the fundamentals of advising responsibility;
  - d. Has the knowledge and ability to refer students to other resource persons in finding solutions to specific problems; and
  - e. Develops a rapport with students which leads them to seek counsel and advisement.
2. Faculty members in KCTCS colleges have responsibility for extending the teacher-student relationship beyond the classroom in a way that is conducive to the maturing of the intellect and emotions of the student. This responsibility involves more than formal advising.

### **B. Staff Position Responsibilities**

Staff shall be evaluated based on their assigned responsibilities, including those applicable duties specified in the job specification for their position and based on the job analysis questionnaire and additional duties assigned by the supervisor.

#### **2.5.1.1.2 Internal Service – Institutional Service**

The demonstration and evaluation of employees' institutional service shall be based upon evidence of effective participation in college activities appropriate to the growth and viability of

the institution and educational programs therein. Activities include, but are not limited to, committee involvement, workshop facilitation, continuing education instruction, development of new program proposals, program accreditation efforts, recruitment and marketing, grant proposal preparation, and mentoring of new faculty.

#### **2.5.1.1.3 External Service - Community Service**

KCTCS colleges have responsibility for service across the broad spectrum of the community to meet those needs not met by formal degree programs. Some staff members and most faculty members in a KCTCS college share this responsibility, and it is recognized that while the specific roles and responsibilities of individual faculty members in this area shall vary, community service shall be reflected in the overall responsibility (as noted on the performance planning and evaluation form) and evaluation of an employee's contribution to the college.

Community service might include planning or directing such activities as:

1. Serving on community boards, foundations, committees, commissions;
2. Workshop facilitation;
3. Continuing education or customized industry courses;
4. Forums and community meetings;
5. Delivering lectures or seminars;
6. Arranging fine arts events, cultural events and recreational events;
7. Professional assistance; and
8. Working with K-12 schools.

#### **2.5.1.1.4 Professional Development Activities**

The demonstration and evaluation of the professional activities and service shall be based upon evidence of professional growth and development in areas of primary responsibility.

#### **2.5.1.1.5 Educational Leadership/ Leadership**

The demonstration and evaluation of the educational leadership and service of a faculty or leadership of a staff member shall be based upon evidence of effective participation in activities appropriate to the formation of educational policy and organization, effective performance of supervisory and/or administrative duties where applicable, and recognition of educational leadership.

### **2.5.1.2 Standardized Performance Planning and Evaluation Form**

The standardized KCTCS performance planning and evaluation form shall be used for reporting the employee's performance for the rating period. This form shall include the following:

- space for written evaluations of each area,
- a legend explaining the descriptive rating categories for the overall official performance evaluation rating,
- space for an overall written evaluation and recommendations for improvement, and
- spaces for the signatures of the employee, the supervisor, and the reviewer.

Copies of the signed completed form shall be made available to the employee, for the files of the division chairperson and the chief academic officer (for faculty), and for the employee personnel file which are maintained by the college president/ceo. The original completed form shall be maintained by the KCTCS Human Resources office.

#### **2.5.1.2.1 Descriptive Performance Rating Categories**

The following five (5) descriptive performance rating categories shall be used for the overall official evaluation

- 1. Consistently Exceeded Expectations of Job Requirements (EE)**  
Job performance was continuously performed in an exceptional manner. Contributions significantly and consistently exceeded expectations and requirements based on established success criteria, with exceptional quality, quantity and timeliness of work. Consistently achieved outstanding results well beyond those expected of the position, and helped accomplish the KCTCS strategic plan by aligning action plans with the strategic goals.
- 2. Met and Frequently Exceeded Job Requirements (ME)**  
Job performance consistently met and frequently exceeded the expectations and requirements for the position based on established success criteria. Contributions consistently met and frequently exceeded expected criteria for quality, quantity and timeliness of work. Frequently achieved results beyond those expected for the position and helped accomplish the KCTCS strategic plan by aligning action plans with the strategic goals.
- 3. Fully Met Job Requirements (M)**  
Job performance consistently met the expectations and requirements for the position based on established success criteria. Contributions occasionally exceeded expected criteria for quality, quantity and timeliness of work and helped accomplish the KCTCS strategic plan by aligning action plans with the strategic goals.

**4. Some Improvement Needed to Meet Job Requirements (NI)**

Certain job duties were performed capably; however, improvement in quality, quantity and/or timeliness of work is required in order to fully meet expectations and requirements for the position based on established success criteria.

A Performance Improvement Plan may be developed by the supervisor to facilitate improvement by the employee. Performance shall be evaluated again in six months. Significant and immediate improvement in quality, quantity, and timeliness of work is necessary in order to avoid disciplinary action and/or termination of employment in accordance with KCTCS policies and procedures regarding employee termination and disciplinary action.

**5. Did Not Meet Job Requirements (F)**

Performance throughout the rating period did not meet the job requirements and expectations for the position based upon established success criteria. A Performance Improvement Plan shall be immediately developed by the supervisor to facilitate improvement by the employee. Performance shall be re-evaluated based on the Performance Improvement Plan and the evaluation goals in at least three months, in six months, and again thereafter if determined necessary. Significant and immediate improvement in quality, quantity and timeliness of work is necessary in order to avoid disciplinary action and/or termination of employment in accordance with KCTCS policies and procedures regarding employee termination and disciplinary action.

**2.5.1.3 Performance Planning and Evaluation Process**

**Planning Process**

During the planning process the supervisor and employee shall work jointly to identify specific position duties and activities for the employee's performance plan using the PPE form as the planning document(s). For staff employees these duties and activities shall normally correspond with the duties listed on the employees' job specification and job analysis questionnaire. The planning process for the ensuing academic year shall be completed by August 31. The distribution of effort of faculty members shall be determined during the planning process.

When there is a significant change in position duties or an employee makes a change in position during the course of a performance year, a revised planning document shall be prepared.

The planning process for new employees and employees who change positions shall be completed within one month of employment/change in position.

For faculty, the chief academic officer, with the advice of the division chairperson and faculty members of that unit, shall recommend the distribution of the faculty effort and other resources among the major functions for the ensuing year, taking into account instructional needs, indicated enrollment trends, potential resources available, and any other relevant indicators. This recommendation on distribution of effort for each division shall be forwarded to and discussed with the college president/ceo, and agreement reached on distribution of effort within the college

or division or department. In any case of disagreement that is not readily resolved, the decision of the college president/ceo shall be final. Following these discussions, the chief academic officer and/or division chairperson shall formalize with each faculty member an agreement on the distribution of effort expected of each faculty member in each major function for the upcoming academic year.

The evaluation reviewer shall review the proposed planning document and approve it prior to it being finalized. The reviewer is normally the supervisor's immediate supervisor, or another individual as designated by the college president/ceo.

Employees shall put their signatures on the completed planning documents(s), acknowledging their understanding of the planned duties/activities and the corresponding goals/results expected.

### **Initial Employment Period Performance Evaluation**

Supervisors shall conduct two review meetings with their new employees during the course of the Initial Employment Period for the purpose of reviewing, providing feedback, and requesting input from new employees regarding their progress.

In addition, An Initial Employment Period performance evaluation for new employees shall be completed immediately prior to the end of the 6-month Initial Employment Period using the regular PPE form.

### **Mid-year Review**

The mid-year review is an optional process to be conducted by supervisors with employees at the discretion of the college president/ceo or individual supervisors.

Supervisors shall conduct a mid-year review for individual employees who have work performance issues that need to be addressed.

### **Annual Performance Evaluation Process**

Information assembled in the process of evaluating each faculty member should be utilized by the division chairperson, chief academic officer, or the college president/ceo in assisting the faculty member in a program of self-improvement in relation to the faculty member's anticipated responsibilities for the forthcoming year. After the completion of the performance review process, the chief academic officer (and other faculty or staff members) may also be involved in assisting the faculty member in a program of self-improvement.

The standard form shall provide opportunity for a written evaluation of performance in each active area that is listed on the PPE. Employees shall participate in identifying accomplishments related to their planned goals/results expected that were designated during the planning process. Supervisors shall be responsible for designating performance outcomes related to each activity listed on the PPE form during the planning process.

The standard form shall provide a space for a written overall evaluation of performance and recommendations for improvement. A written overall evaluation is required.

Recommendations for improvement are required on the evaluation form as determined by the supervisor. Specific activities which would help the employee improve performance should be listed.

Employees shall put their signature on the completed evaluation document(s), acknowledging that the evaluation information was communicated to them.

**A. Faculty Evaluation Process**

**Division Chairperson's Role**

The division chairperson, using the various inputs described above, shall make a recommendation to the chief academic affairs officer regarding the evaluation of each faculty member in the division using the PPE form. In the overall performance rating process, the division chairperson and the chief academic officer (and the college president/ceo) select the evaluation rating category which best describes the judgment about the faculty member's overall performance. While relative weighting among any and all of the activities of a faculty member shall be based on the PPE form, the determination of an overall judgment of performance shall not be mathematically based on weighting of PPE form categories or numerical ratings. A summative judgment is made taking into consideration the goals and expectations specified on the PPE form during the planning process, unique opportunities pursued, quantity and quality of efforts made, and significance of the faculty member's overall contribution to meeting the goals of the division or department, the college, and KCTCS.

The chief academic officer shall review the evaluation completed by the division chair and recommend an evaluation category to the college president/ceo. After approval of the evaluation by the college president/ceo, the division chairperson and/or chief academic officer shall meet with each individual faculty member in the division or department. This meeting shall focus on the faculty member's performance in the effort reflected in the PPE form for the review period. The chief division chairperson and/or chief academic officer shall discuss the various inputs used, the written evaluations of the individual areas of the PPE form, the overall performance review rating, and any appropriate recommendations on how to improve performance in areas needing improvement. The official rating shall be communicated to the faculty member by the division chairperson and/or the chief academic officer during this meeting.

**Chief Academic Officer's Role**

The chief academic officer shall review the evaluation form and completed by the division chairperson. The chief academic officer shall also use the various inputs and process described above in reviewing the recommendation.

The chief academic officer shall recommend an evaluation category to the college president/ceo. After approval by the college president/ceo, the chief academic officer, along with or in lieu of the division chairperson, shall meet with each individual faculty member in the division or department to communicate the evaluation as described above.

## **College President/CEO's Role**

The college president/ceo is responsible for the communication of the procedures to be used in the performance planning and evaluation to the college faculty and staff members prior to the beginning of each review process. Any supplemental evaluation forms (e.g., evaluations by students, customers, or peers) to be used by the college shall be developed by the college president/ceo, involving consultation with the appropriate faculty and staff.

The college president/ceo shall review and finalize performance evaluations recommended by the chief academic officer. Where there are differences of opinion regarding a rating to be given, a conference shall then be held between the college president/ceo and the chief academic officer to discuss the rating of each individual and to attempt to resolve any differences in judgment. There shall be only one (1) official rating, that being assigned by the college president/ceo.

### **B. Staff Evaluation Process**

For staff evaluations the evaluation reviewer shall review the proposed evaluation form and approve it prior to it being finalized.

The evaluator shall then conduct a meeting with the employee in which the completed PPE form is presented to the employee.

#### **2.5.1.3.1 Faculty Biennial Ratings**

The performance of faculty shall normally be reviewed annually.

However, at the discretion of the college president/ceo, faculty members with a faculty rank of Associate Professor or higher who were reviewed and rated in the middle category entitled "Fully Meets Job Requirements" during the first year of the biennium have the option to have the rating during the first year of the biennium apply for the second year of the biennium as well.

Also at the discretion of the college president/ceo, faculty members at a rank of Associate Professor or higher who receive one of the top two ratings during the first year of the biennium have the option of carrying forward the middle rating to the second year of the biennium, or being reviewed annually.

Faculty members at a rank of Associate Professor or higher who receive a rating below the middle rating during the first year of the biennium shall be reviewed during the second year of the biennium.

#### **2.5.1.4 Evaluation Appeals**

The faculty member shall be provided opportunities for appeal of a PPE rating at both the individual KCTCS college and the KCTCS System levels. After consultation with appropriate faculty member, each college president/ceo shall annually appoint a college Faculty Performance Review Appeals Committee to hear appeals made by a faculty member, who, after a conference with the college president/ceo, remains in disagreement with the rating received. After a hearing,

the college Faculty Performance Review Appeals Committee shall make a recommendation to the college president/ceo, and the college president/ceo shall accept or reject the recommendation of the college Faculty Performance Review Appeals Committee and advise the faculty member of the decision. If the faculty member remains in disagreement with the decision, the faculty member may appeal to the KCTCS Chancellor for a hearing before a system Faculty Performance Review Committee appointed by the KCTCS Chancellor. The system Faculty Performance Review Committee shall meet in a central location to hear the appellant, the college president/ceo, and the division chairperson and/or chief academic officer. The system Faculty Performance Review Committee shall make a recommendation to the KCTCS Chancellor. The KCTCS Chancellor shall accept or reject the recommendation of the system Faculty Performance Review Committee, and advise the faculty member and the college president/ceo of the decision.

Staff who choose to appeal their evaluation rating shall do so through the KCTCS Complaint Resolution Procedure within the established provisions and specified timelines.

### **2.5.1.4.1 Evaluation Appeals Schedule**

The faculty evaluation appeals schedule for the appeal of an assigned evaluation includes deadlines for each step to occur no later than on or the last working day before the following dates:

#### ***Faculty Promotion Candidates***

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- March 31**      *Individual faculty appeals shall be submitted to the college president;*
- May 1**            Appeals response from the college president shall be completed;
- May 16**          Faculty appeals shall be submitted to the KCTCS Chancellor;  
and
- May 31**          System appeals to the KCTCS Chancellor shall be processed.

#### ***Faculty Non-Promotion Candidates***

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- May 31**           *Individual faculty appeals shall be submitted to the college president;*
- August 15**       Appeals response from the college president shall be completed;
- September 15**   Faculty appeals shall be submitted to the KCTCS  
Chancellor; and
- October 15**      System appeals to the KCTCS Chancellor shall be processed.

The above schedules may be changed by the KCTCS Chancellor.

### **2.5.1.5 Evaluation Input/Outcome**

Relevant input from students, colleagues, and administrators regarding faculty performance shall be used. If letters or written comments are submitted by colleagues, these documents must be signed by the individual(s) providing the information. In the assessment of teaching and advising, student evaluations are to be included for at least one (1) semester each year.

The quantitative data shall be provided at least once annually by the faculty member to the division chairperson/chief academic officer through the Academic Personnel Report, which shall cover activities, functions, and time. The distribution of effort, is designated in the quantitative data or through a substitute instrument approved by the KCTCS Chancellor.

The outcome of this process is both a comprehensive review of the performance of the individual faculty member and a plan of action for any needed improvements. At the end of the formal performance review process, the faculty member should have a good understanding of strengths and weaknesses in the areas of responsibility and of specific actions to take to make needed improvements.

#### **A. Innovation and Experimentation**

In those instances when the pedagogical techniques employed are planned and documented; are clearly innovative and exploratory in nature; and the effort of the faculty member is an initial one of experimentation, the impact of any negative student evaluation of teaching shall be minimized. In addition, other indications of effort to improve instruction, such as suitable uses of technology, self-examination, and innovative and experimental approaches shall be recognized.

#### **B. Scholarship and Creative Work**

Scholarship and creative work appropriate to the various fields are to be recognized in performance review.

#### **C. Teamwork and Collaboration**

Teamwork and collaboration appropriate to the various fields (such as interdisciplinary courses, continuing education/community service offerings, professional development, and so forth) are to be recognized in performance review.

### **2.5.1.6 English Language Assessment**

In accordance with KRS 164.297(3), each college shall institute English language proficiency assessment for all faculty members, including teaching assistants, for whom English is not their primary language, except for the teaching of foreign language courses. The instructors shall be evaluated periodically to demonstrate their ability to deliver all lectures and oral presentations in an English speech pattern which the students understand. If a faculty member receives an unsatisfactory assessment, the faculty member shall have one (1) semester to demonstrate

English language proficiency. If the faculty member receives a second unsatisfactory assessment, the faculty member's employment shall be terminated.

### **2.5.1.7 Librarian Evaluation**

Professional Librarians are evaluated under the same criteria as other ranked faculty as set forth in policy 2.5, as applicable. KCTCS colleges recognize that excellence in job performance is one of the most important attributes of a professional Librarian. The attributes and qualifications to be considered and documented in assessing job effectiveness must be related to the appropriate position and classification, and should include, but not necessarily be limited to, performing the following actions:

1. Assist with the planning, organization, and evaluation of library and information services;
2. Offer quality library and information services;
3. Instruct library users to access and evaluate information;
4. Remain informed on current trends for library and information services;
5. Participate in professional organizations and professional development opportunities;
6. Serve on assigned college and KCTCS committees; and
7. Meet professional standards and ethics that are in accordance with state regulatory statutes and/or the American Library Association (ALA) standards.

### **2.5.2 Evaluation of Significant Accomplishments**

When funded, as determined by the KCTCS Board of Regents, KCTCS shall have a performance-based merit pay system with the goal of recognizing and rewarding outstanding employee performance. Furthermore, the expected outcome of a performance-based merit pay system is to maintain and improve overall employee performance.

The process for the determination of eligibility for merit bonuses shall be consistent throughout KCTCS. Merit bonuses shall be based on a two-tier process that includes both the performance planning and evaluation (PPE) and an additional systematic review process at the college level. This college level review shall incorporate the PPE overall evaluation relative to locally-developed criteria. The determination of merit bonus award recipients shall be based on an internal college review process to ensure consistency in the awarding of merit bonuses throughout the college.

Individual colleges and the system office shall develop standards to further define what constitutes significant accomplishments for their employees. These shall be developed with input from faculty and staff relative to the strategic plan goals for the college and system.

For faculty and staff the process of determining individual planned "significant accomplishments relative to KCTCS system-wide, or college goals" shall be an inclusive process based on

**KCTCS ADMINISTRATIVE POLICIES AND PROCEDURES**

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meetings with their supervisor during the PPE planning process. This provides faculty and staff with the opportunity to provide input in defining the outcomes that shall constitute significant accomplishments and how they can contribute to achieving KCTCS or college strategic plan goals.

Merit bonuses are to be awarded to regular full-time faculty and staff who have been determined to have made significant accomplishments relative to KCTCS system-wide, or college goals as articulated through KCTCS or college strategic plans. Merit bonus award recipients shall have documentable significant accomplishments in one or more of the goals outlined in the KCTCS or college strategic plans.

Each college president/ceo shall submit the college’s written proposed systematic review process for merit bonus determination and criteria for significant accomplishments for an approval determination by the KCTCS President, in consultation with the KCTCS System Human Resources Office. Colleges shall award merit bonuses to those employees who qualify for a merit bonus, in accordance with the college’s approved process.

Candidates eligible for consideration for merit bonus shall be identified based on the following:

- Overall performance rating of “Consistently Exceeded Expectations of Job Requirements (EE)”;
- Overall performance rating of “Met and Frequently Exceeded Job Requirements (ME)”;
- Overall performance rating of “Excels (E)” on pilot three-point scale;
- Recommendations of the supervisor and evaluation reviewer;
- Predetermined criteria establishing “significant accomplishments relative to KCTCS or college strategic plan goals,” representing achievement of extraordinary contributions;
- Employee self-assessment of achievements; and
- Supervisor assessment of employee achievements.

Each college president/ceo shall establish a college review process to consider merit bonuses for faculty and staff who have been recommended for consideration by their immediate supervisor and PPE reviewer.

4-30-99	11-13-02; 6-9-06; 4-21-09; 2-27-12; 10-14-14	11-13-02; 6-9-06; 4-21-09; 2-27-12; 10-14-14
Date Approved by President, KCTCS	Date(s) of Last Review	Date(s) of Last Revision <i>(Include all dates in chronological order)</i>
(SIGNED)	10-14-14	(SIGNED)
Recommended by	Date	President, KCTCS
		10-14-14
		Date

## **2.6 Promotion in Rank (All Eligible Faculty)**

### **2.6.1 Definition of Faculty Eligible for Promotion in Rank**

Faculty as defined in Board of Regents Policy 2.1.1 are eligible for promotion in rank with the exception of the rank of Lecturer.

### **2.6.2 Promotion in Rank Process (All Eligible Faculty)**

Kentucky Community and Technical College System (KCTCS) colleges and their programs can be no greater than the quality and performance of their faculty members. The promotion procedures and criteria (criteria is found in Administrative Policy 2.1) offer minimum standards and requirements that should be exceeded in most, if not all, cases. These have been developed solely for the purpose of improving the comprehensive community and technical college programs by continually upgrading the quality and performance of faculty members.

In conducting procedures for appointment, promotion, granting of tenure (where applicable), and termination of appointment affecting faculty members not assigned to a division, the appropriate chief academic officer or student services officer shall handle those procedural steps which are assigned to a division chairperson.

The president/ceo of the college, after consultation with the appropriate division chairperson/director of library services and /or chief academic officer or chief student services officer, is responsible for initiating the promotion process by inviting a faculty member to prepare a vita and appropriate supporting materials. The invitation letter to the faculty member should be issued on or before May 31 with the portfolio format. With the assistance of the faculty member and the division chairperson, the president/ceo of the college is responsible for gathering supporting materials and submitting the promotion file.

The president/ceo of the college has the responsibility for ensuring that each promotion file is complete and contains the advice of the appropriate division chairperson, and six or more faculty letters, including at least all Associate and Professor division members located on the same campus. Faculty letters should be addressed and sent to the college president/ceo. The college president/ceo also has the responsibility, along with the division chairperson, for ensuring that the college president's/ceo's recommendation includes remarks, if applicable, that one (1) or more of the letters of recommendation in a promotion file may be affected by personal bias. Each president/ceo of a college shall ensure that the College Advisory Committee on Promotion (CACP) reviews and advises on some or all recommendations to appoint or promote.

The college presidents/ceos are delegated authority to make appointments, reappointments, and terminal reappointments to the ranks of Instructor and Assistant

Professor without reference to the College Advisory Committee on Promotion (CAPC). These actions are reported by the college president/ceo to the Chancellor. Recommendations for appointment to the ranks of Associate Professor and Professor, with or without tenure, must be forwarded to the Chancellor.

The KCTCS Senate Advisory Committee on Promotion (KCTCS Senate ACP) will make its recommendation to the KCTCS President or designee, the Chancellor. The positive recommendation by the KCTCS President will be given final action by the Board of Regents.

Whenever a promotion is disapproved and stopped by the president/ceo, the Chancellor, or the KCTCS President, the faculty member will be informed in writing by the president/ceo of the college of the action taken. The KCTCS President or designee, the Chancellor, shall report the KCTCS Senate ACP's recommendation and the decision to the college president/ceo in writing with reason(s) for the disapproval. The reason(s) for the disapproval shall be included in a written letter from the college president/ceo to the faculty member. A conference shall be called by the college president to discuss, informally, the disapproval and reason(s). The director of library services/division chairperson and/or chief academic officer or chief student services officer may be included in the discussion at the request of either the college president/ceo or the faculty member.

### **2.6.2.1 Promotion from Associate Professor to Professor**

After review by the local College Advisory Committee on Promotion, the president/ceo of the college will make a recommendation, either affirmative or negative, in writing to the Chancellor as specified in annual promotion timelines.

Individuals being considered for the rank of Associate and Professor who have a negative recommendation from the college president/ceo will be notified by the president/ceo of that recommendation and, in the case of a Professor candidate, be given the opportunity to submit a promotion file directly to the KCTCS Senate ACP.

Those individuals with tenure, seeking the rank of Professor, who choose not to have their files reviewed by the KCTCS Senate ACP will thereby begin a new six (6) year period beginning July 1 of the year in which the choice is made.

Individuals for whom an affirmative recommendation is made by the college president/ceo and those who choose to have their file reviewed, even though there is a negative recommendation by the college president/ceo, will be considered for promotion in the usual manner.

Individuals being considered for promotion to either Associate Professor or Professor are expected to complete a promotion review notebook. The recommendations by the local

College Advisory Committee on Promotion on all promotions shall be signed by all members of the committee and the vote of the committee given.

### **2.6.2.2 Promotion from Assistant Professor to Associate Professor or Professor**

Proposals for promotion to Associate Professor will follow the process described in Section 2.6.2. In each case, the president/ceo of the college will either approve the proposal and forward an affirmative recommendation to the Chancellor or disapprove and stop the proposal and then inform the faculty member in writing and also notify the appropriate chief academic officer or chief student services officer and the appropriate division chairperson/director of library services. When the Chancellor receives the promotion file containing the president's/ceo's recommendation, the Chancellor will obtain a related recommendation from the KCTCS Senate Advisory Committee on Promotion (ACP) and then will either approve the proposal and forward an affirmative recommendation to the President of the KCTCS or disapprove and stop the proposal and notify the president/ceo of the college. When the President of KCTCS receives the Chancellor's recommendation, the President of KCTCS will either approve the proposal for promotion and make an affirmative recommendation to the Board of Regents for final action or disapprove and stop the proposal and inform the Chancellor who, in turn, will notify the president/ceo of the college of this action in writing with reason(s). In a case where the Board of Regents takes final action, the President of KCTCS, through the Chancellor, will inform the president/ceo of the college about the Board's action. The president/ceo of the college, in turn, will notify the faculty member in writing with reason(s) and also inform the chief academic officer or chief student services officer and the appropriate division chairperson/director of library services.

### **2.6.2.3 Promotion from Instructor to Assistant Professor**

The president/ceo of the college has been delegated authority to approve or disapprove promotions from Instructor to Assistant Professor. An approved action will be communicated through the Chancellor to the President of KCTCS who will report it to the Board of Regents of KCTCS. In case of disapproval of such a promotion, the president/ceo of the college will inform the faculty member in writing and notify the chief academic officer or the chief student services officer and the division chairperson/director of library services.

Tenure Track: An individual shall not remain as an Instructor for more than three (3) years. If after that period promotion to a higher rank cannot be justified, the individual's appointment shall not be renewed.

#### **2.6.2.4 Failure to Support Administrative Action for Promotion**

Whenever a recommendation to promote is disapproved by either the Chancellor or the President of KCTCS, this decision must be reported to the president/ceo of the college with supporting reasons in writing, and an opportunity provided for a thorough discussion among the concerned parties. The president/ceo of the college shall notify the faculty member in writing of the decision and shall include the reason(s). The president/ceo of the college will initiate the discussion with the faculty member. The director of library services/division chairperson, chief academic officer, and/or chief student services officer may be included in such a discussion at the request of the president/ceo of the college or the faculty member. Any related appeals through administrative channels and/or the KCTCS Senate Advisory Committee on Appeals (KCTCS Senate ACA) must be initiated in writing by the faculty member within thirty (30) days after being notified in writing by the president/ceo of the college of the decision to disapprove the recommendation to promote.

The faculty member's appeal shall be in writing, shall be addressed to the Chancellor, and sent through the college president's office. It shall state and explain the appeal under inadequate consideration and/or incomplete procedure. (See KCTCS administrative policies and procedures regarding faculty appeals through the KCTCS Senate Advisory Committee on Appeals.)

The KCTCS Senate ACA shall follow formal hearing appeal procedures developed by the committee.

#### **2.6.2.5 Promotion Committees**

##### **1. College Advisory Committee on Promotion (CACP) (All Colleges)**

This committee shall be comprised of a representative from each of the divisions and one representative from the non-teaching faculty (librarian/counselor). Members of the committee shall be at the Associate Professor rank or above.

The college president/ceo shall, after consultation with faculty, appoint the committee. Committee representatives who have direct responsibility for required faculty performance evaluations shall not participate in the consideration of said faculty member's files.

If representation from a division or the non-teaching faculty is not feasible, the president/ceo shall appoint an additional representative from the remaining eligible faculty.

In addition to the appointed committee members, the college president/ceo shall appoint the CACP Chair for a two-year term. The CACP Chair may be reappointed for one additional two-year term.

Terms of CACP members – Appointed members shall serve a one-year term. Appointed members may be reappointed on an annual basis to serve up to three consecutive years.

The committee shall submit a recommendation to the college president/ceo (with the committee vote and signature of each member in attendance). Reasons for the recommendation, including strengths and weaknesses will be noted.

The college president/ceo shall review the portfolio and the recommendation and, in the case of a candidate for Associate Professor or Professor, forward the portfolio with the president/ceo's letter of recommendation to the Chancellor.

Upon review by the CACP, promotions from Instructor to Assistant Professor may be approved by the college president/ceo and a letter submitted to the Chancellor with a copy to the faculty member.

In the event a candidate for Associate Professor or Professor is denied at the local level, the college president/ceo shall send the Chancellor a letter stating such denial with a copy to the faculty member.

In the case of a candidate for Professor, the college president/ceo shall contact the faculty member in writing to present the option of submitting the portfolio for review by the system committee (KCTCS Senate Advisory Committee on Promotion) in the regular system portfolio review process.

## **2. KCTCS Senate Advisory Committee on Promotion (KCTCS Senate ACP)**

This committee shall consist of one member and one alternate from each college who hold the rank of Associate Professor or Professor appointed by the KCTCS President from recommendations made by each college by the KCTCS Council. A minimum of five members shall review each file.

Terms – In the initial appointment, eight (8) members and eight (8) alternates will be appointed for two-year terms; eight (8) members and eight (8) alternates will be appointed for a one-year term. Thereafter, members will be appointed for two-year terms.

The committee shall make a recommendation to the KCTCS President (with the committee vote and signature of each member in attendance). The committee shall give in writing the reason(s) for a negative recommendation.

The KCTCS President or designee, the Chancellor, shall report the committee's recommendation and the decision to the college president/ceo in writing. The college president will notify the faculty member in writing. In the event of a decision to deny, the reason(s) shall be included in the letter from the college president/ceo to the faculty member.

A conference shall be called by the college president to discuss the negative recommendation/reason(s).

### **3. KCTCS Senate Advisory Committee on Appeals (KCTCS Senate ACA)**

This committee shall consist of seven members (5 members and 2 alternates). The KCTCS President shall appoint the members from recommendations made by each college by their respective KCTCS Council member. In the initial appointments, four (4) members shall be appointed for two-year terms; and three (3) members shall be appointed for one-year terms. Thereafter, members shall be appointed for two-year terms.

The committee shall decide whether to hear the appeal.

The committee shall use a formal appeal hearing format developed by the committee.

Faculty denied promotion have 30 days from receipt of the final letter to deny promotion from the college president to file an appeal.

The basis for all appeals shall be inadequate consideration and/or incomplete procedure.

The appeal, which is to be sent through the college president's office, shall be addressed to the Chancellor in writing and state/explain the facts for the reason(s) for the appeal – inadequate consideration and/or incomplete procedure.

#### **2.6.2.6 Promotion Timelines**

1. On or before May 31, the college president/ceo shall invite faculty members to become a candidate for promotion by sending them an invitation letter and a copy of the portfolio format.
2. Timelines –Standard Promotion Process for Assistant, Associate Professor, Professor:
  - Annual Performance Reviews for Promotion Candidates – January through the first week of February.
  - Deadline for submitting promotion folders to CACP– on or before Monday of the second week of February.

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- Deadline for CACP to forward to college president/ceo– last day of the first week of March.
- Deadline for college president/ceo to forward to Chancellor – third week of March.
- KCTCS Senate ACP Committee meets the second week of April.
- Appeal Timeline: Once written notice of a disapproval is received, a faculty member has 30 working days to appeal the decision.

4-30-99

Date Approved by  
President, KCTCS

5-15-02; 6-23-04; 3-22-05;  
5-10-07; 1-23-08; 2-27-12; 9-22-14

Date(s) of Last Review

5-15-02; 6-23-04; 3-22-05;  
5-10-07; 1-23-08; 2-27-12; 9-22-14

Date(s) of Last Revision  
*(Include all dates in  
chronological order)*

(SIGNED)

Recommended by

9-22-14

Date

(SIGNED)

President, KCTCS

9-22-14

Date

## **2.6.3 KCTCS Rank and Promotion Guidelines for Term Contract Faculty**

### **2.6.3.1 Definition**

Term contract faculty are those full-time teaching faculty offered non-tenured contracts for specific contract terms as specified in administrative policy.

### **2.6.3.2 Process**

Whereas a series of employment contracts may be offered at the discretion of the local chief administrative officer over a long-term association with KCTCS, term contract faculty (with the exception of the Lecturer rank) may be awarded promotion in rank for assistant professor, associate professor (without tenure), and professor (without tenure) according to the following process:

1. The faculty member must be invited to apply for promotion according to existing promotion procedures. (See Administrative Policies 2.1 (Track A) and 2.6).
2. A promotion portfolio, which meets established promotion criteria, is to be submitted to the college faculty promotion peer committee utilizing existing procedures by the annual specified date.
3. The existing college faculty promotion peer committee will evaluate the promotion portfolio; the committee chair will submit the committee's recommendation to the college CEO by the annual specified date.
4. The college CEO is delegated the authority to approve or deny promotions for term contract faculty from Instructor to Assistant Professor, Assistant Professor to Associate Professor, and Associate Professor to Professor. The college CEO shall prepare a letter that includes comments on the quality of the promotion portfolio, action taken by the college faculty promotion peer committee, and the CEO action.
  - An approved action by the college CEO will be communicated through the Chancellor to the President of KCTCS, who will report it to the KCTCS Board of Regents.
  - In the case of denial, the college CEO will inform the faculty member in writing, including the reasons, and also notify the Division Chairperson.
  - If the college CEO denies the promotion, the faculty member may appeal to the system promotion appeals committee upon receipt of the written notification of denial from the college CEO, utilizing existing appeal timelines and processes.

### 2.6.3.3      **Timeline**

***Standard Promotion Process for Assistant, Associate Professor, Professor:***

- Annual Performance Reviews for Promotion Candidates – January through first week of February.
- Deadline for submitting promotion folders to college faculty promotion peer committee - on or before Monday of the second week of February.
- Deadline for college CEO to forward to Chancellor – third week of March.

<u>2-13-02</u> Approval Date	<u>6-23-04; 9-22-14</u> Date(s) of Last Review	<u>6-23-04; 9-22-14</u> Date(s) of Last Revision (Include all dates in chronological order)	
<u>          (SIGNED)</u> Recommended by	<u>9-22-14</u> Date	<u>          (SIGNED)</u> President, KCTCS	<u>9-22-14</u> Date

**2016-17 Timelines  
for  
Performance Review for Promotion Candidates / Promotion and Tenure**

This document incorporates the timeframe utilized System-wide for performance reviews and is intended as an aid for internal planning. Each college's local deadlines may need to be modified to accommodate internal processes.

<b>DATE</b>	<b>ACTIVITY</b>
<b>October 1, 2016</b>	College List of Promotion Candidates Due to Chancellor's Office
<b>January 4 – February 1, 2017</b>	Annual Performance Review for Promotion/Tenure Candidates
<b>February 2 – February 26, 2017</b>	College Promotion and Tenure Committee Review
<b>March 1, 2017</b>	Recommendations Received by College President
<b>March 13, 2017</b>	Recommendations Received by Chancellor ( <i>positive &amp; negative</i> )
<b>March 17, 2017</b>	Portfolios for System Review Due in Chancellor's Office
<b>April 15, 2017</b>	List of Local Promotions- Assistant Rank and Term Contract Faculty (All Ranks) – Due in Chancellor's Office
<b>May 1, 2017</b>	Letters for Local Promotions – Assistant Rank and Term Contract Faculty (All Ranks) – Due in Chancellor's Office

**STUDENT EVALUATIONS**

<b>By November 2016</b>	All Faculty
<b>March 2017</b>	New Faculty/Faculty by Request

**ANNUAL PERFORMANCE REVIEW APPEALS FOR PROMOTION CANDIDATES**

On or before <b>February 1, 2017</b> , for promotion and tenure candidates.	Review completed by college, and faculty members informed of the results.
On or before <b>March 31, 2017</b> for promotion and tenure candidates.	Deadline for individual faculty appeals to College President.
On or before <b>May 1, 2017</b> for promotion and tenure candidates.	Appeals to College President complete.
On or before <b>May 15, 2017</b> for promotion and tenure candidates.	Deadline for faculty appeals to the Chancellor.
On or before <b>May 30, 2017</b> for promotion and tenure candidates.	Appeals to Chancellor processed.

*Note: See Administrative Policies and Procedures 2.5 KCTCS Performance Review for appeal timelines for non-promotion and tenure candidates.*