



## POLICY & PROCEDURE MANUAL North Dakota State College of Science

Faculty Review Process for Change in Rank Policy

Source: NDSCS President

Applies to: All NDSCS Benefited Faculty

Purpose: Review process for change in faculty rank

### Policy

#### **General**

- *By October 1*, a letter of application will be submitted to the Division Dean's office, with a copy sent to Vice President for Academic and Student Affairs, by faculty member requesting a promotion in rank. The faculty member will also request that the Department Chair\* collect student, departmental and advisee evaluations.
- *By December 1*, petition (signed application form) and portfolio, including all relevant materials and recommendations, will be submitted to Department Chair.
- *By January 15*, petition and portfolio will be submitted to the Division Dean by the Department Chair.
- *By February 1*, petition and portfolio will be submitted to the Tenure and Ranking Committee by the Division Dean.
- *By April 1*, the Tenure and Ranking Committee will inform applicants of recommendation.
- *By April 10*, applicant may make written request to Committee to speak on their own behalf.
- *By May 1*, the President will inform the applicants in writing of final decision.
- All portfolios will be returned to employees upon completion of the process.

#### **PORTFOLIO/BINDER CONTENTS**

Contents of the instructor(s) binders will contain: (in the following order with tabbed dividers and index or table of contents)

#### ***I. All performance appraisals including appraisal for current academic year***

- A. Inclusion of all previous appraisals on file with assurances that feedback from chair or supervisor, students and department peers has been utilized.

B. Inclusion of faculty member's plan for professional growth.

**II. Student evaluation summary sheets including comments**

- A. Evaluations are to be obtained utilizing the most current standardized forms and accompanying procedures.
- B. Student evaluations will include minimum of one per semester for previous three years and including the current academic year. If applicable, please have representation from both on campus and online delivery methods.
- C. The faculty member will request (by October 1) that the Department Chair\* facilitate the collection of student, departmental, and advisee evaluations. All student evaluations are to be administered by the Department Chair and tabulated by the Division Dean's office. Integrity of the information collected must be maintained.

**III. Evidence of professional growth**

- A. Resume
- B. Campus Involvement - other involvement besides teaching and curriculum development (non-teaching)
- C. Professional Activities
- D. Other

**IV. Other criteria specific to each rank as detailed in Faculty Ranking Policy (Bulletin 50)**

*Lecturer:* Part-time or Adjunct.

*Instructor:* Part-time faculty and full-time faculty within first two contract years and not yet eligible for Assistant Professorship.

*Assistant Professor:* Full-time faculty with a 3rd year contract and an Associate Degree in the field of study.

-or- Full-time faculty with a 3rd year contract and six (6) semester credits toward an approved educational plan.\*

-or- Associate of Applied Science and 15 years related experience.

-or- Bachelor of Science/Arts with 10 years related experience.

-or- Master's Degree with five (5) years related experience.

-or- Ph.D. with no related experience required.

*The ranks of Lecturer, Instructor or Assistant Professor will be determined by the Department Chair and Division Dean upon hiring. The rank Determination will be submitted to Human Resources on Payroll New Hire Benefited Form #100. Human Resources will notify the Tenure and Ranking Committee of the rank status of new faculty.*

\*The "educational plan" mentioned above should be drawn up in a joint effort by faculty member, Department Chair, and Division Dean.

*Associate Professor:* Full-time, faculty with tenure or a 7<sup>th</sup> year contract and a minimum of an Associate Degree, who have successfully met the criteria for Associate Professor and have been awarded this rank by the President of the College.

*Professor:* Full-time faculty member who has successfully met the criteria for full Professorship and has been awarded this rank by the President of the College.

*The request for rank of Professor will be reviewed by the Tenure and Ranking Committee. Criteria requirements and supporting documentation will be submitted in a portfolio to the Committee.*

*Criteria for Associate Professorship:* The following criterion constitutes the minimum necessary to be considered for promotion to Associate Professor:

- 1 - Full-time faculty with tenure or a 7<sup>th</sup> year contract and a minimum of an associate degree.
- 2 - Successful completion of a portfolio that documents evidence of:
  - Provide classroom and laboratory instruction and supervision
  - Provide ongoing curriculum development and revision of courses and program areas
  - Provide academic advising to students
  - Participate in professional development activities
  - Participate in departmental and campus activities
  - An active extension of NDSCS within society

*Criteria for Professorship:* The following criteria constitute the minimum necessary to be considered for promotion. (Exceptions to these minima can be made for an outstanding individual, but the burden of proof for such exceptions rests with the individual and the department.)

- 1 - Associate Professor for a minimum of five (5) years.
- 2 - Advanced degree/certification/expertise.
- 3 - A Professor is someone who embodies the shared values of NDSCS (Learning, Integrity, Flexibility, Excellence) by demonstrating continuous growth (supporting documentation must include each of the following):
  - Provide classroom and laboratory instruction and supervision
  - Provide ongoing curriculum development and revision of courses and program areas
  - Provide academic advising to students
  - Participate in professional development activities
  - Participate in departmental and campus activities
  - An active extension of NDSCS within society

*Activities must be related to instructional department in which rank is assigned.*

Changes in the criteria must be submitted before September 1 to the Vice President for Academic and Student Affairs. These changes must be on file in the office of the Vice President for Academic and Student Affairs for one year before the changes take effect.

**V. Other supporting information**

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*These guidelines and dates are subject to change if extenuating circumstances warrant and with proper notification to the Tenure and Ranking Committee. Without complete documentation of all areas of the portfolio, the Tenure and Ranking Committee will not make a recommendation to the President for award of rank.*

*\*In cases where faculty being reviewed are supervised by a family member or significant other, the data collection and preliminary portfolio review process will be carried out by a Division Dean or Vice President for Academic and Student Affairs. If faculty being reviewed is a Department Chair, all references to Department Chair would revert to Division Dean, unless excluded by nepotism policy.*


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Reference: (NDCC 44-04-09, NDUS Policy 603.3)

**Where to Obtain Additional Information**

You may speak to your supervisor, call the Human Resources Office at 701-671-2903, or email HR at [ndscs.hr@ndscs.edu](mailto:ndscs.hr@ndscs.edu).

Approved by:

  
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President's Signature

2-14-12  
Date