

15.11 PROFESSIONAL-TRACK (NON-TENURE-TRACK) FACULTY PROMOTION

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1. PROFESSIONAL-TRACK FACULTY DEFINITION & QUALIFICATIONS

1.1 Professional-track faculty are non-tenure-track members of the Snow College faculty.

1.2 Professional-track faculty will be expected to be academically and professionally qualified for the discipline in which they teach. A minimum of an associate degree and journeyman status (or equivalent) is required for faculty members in the Career and Technical Education (CTE) Division. A minimum of a baccalaureate degree is required for faculty members in all other divisions. Exceptionally qualified candidates without the above minimum requirements may be hired on a one-year contractual basis with the approval of the appropriate division Dean, Vice President for Academic Affairs, and the President of the College.

1.3 The journeyman equivalent requires four years of full-time related work experience in the occupational area taught by the instructor. All of the work experience must have been within six years of the date of hire to teach at Snow and should have been a part of a progressive, rigorous learning program, or (2) documentation showing that the instructor has passed a recognized industry standard examination or state-approved competency examination at or above the established cut-off scores.

2. PROFESSIONAL-TRACK FACULTY DUE PROCESS

2.1 All professional-track faculty members will be governed and protected by Snow College policies 15.1: Faculty Professional Responsibility & Standards of Conduct, 15.2: Academic Due Process: Sanctions and Hearing Procedures, and 15.3: Academic Due Process: Grievances.

3. PROFESSIONAL-TRACK PROMOTION COMMITTEE

3.1 The Professional-track Promotion Committee is a committee of the Faculty Senate and consists of at least six (6) voting members. The Professional-track Promotion Committee will make recommendations regarding professional faculty promotion and professional leave to the appropriate Division Dean and Vice President for Academic Affairs, who recommends to the President.

3.2 The makeup of the Committee will be as follows: One faculty member will come from each division wherein professional-track faculty members reside. A representative of the Faculty Senate will sit on this Committee as a voting member. At least half of the members of the Professional-track Promotion

Committee will be professional-track faculty members. The Vice President for Academic Affairs and the Executive Vice President will sit on this Committee as non-voting members. After one representative from each division with professional-track faculty is assigned, the remaining seats will be apportioned based on the number of professional-track faculty members in each division. Decisions regarding these remaining seats will be the responsibility of the Vice President for Academic Affairs. Voting committee members will serve two-year staggered terms.

4. PROFESSIONAL-TRACK PROMOTION PROCESS

4.1 Only professional-track faculty members are eligible for professional faculty promotion. The professional faculty promotion program consists of six levels. Promotion between levels cannot occur in less than two years. Professional faculty promotion is based on individual excellence and/or significant improvement in (a) teaching; (b) scholarly, creative, and professional development; and (c) institutional, professional and community service. No promotion will be awarded if the candidate does not demonstrate excellence and/or sufficient improvement in teaching and service. Sufficient improvement and excellence in teaching and service are determined by the informed professional judgment of the Committee.

Formal academic credits are awarded 1.5 points at the graduate level and 1.0 points at the undergraduate level. Professional development units (PDUs) are identified by the faculty member in cooperation with the appropriate Division Dean and are pre-approved by the Vice President for Academic Affairs and the Professional-track Promotion Committee. One (1) PDU is granted one (1) point upon completion of 45 hours of documented effort in professional development activities that lead to specific outcomes (e.g. certifications, licensures, academic degrees) and that are deemed to be of benefit to the institution and the individual. Ten (10) points are granted for each year of full-time successful teaching (up to a limit of 20 years). A minimum number of combined professional development and teaching experience points (cumulative) are required for each level of promotion as shown in the following chart:

LEVEL	EVIDENCE OF TEACHING EXCELLENCE	TOTAL Credit/PDU & EXPERIENCE PTS NEEDED	EVIDENCE OF SERVICE EXCELLENCE
Level 1	Yes	32	Yes
Level 2	Yes	68	Yes
Level 3	Yes	108	Yes
Level 4	Yes	152	Yes
Level 5	Yes	200	Yes
Level 6	Yes	252	Yes

4.2 The Professional-track Promotion Committee will utilize faculty development plans for pre-approval and final approval of each level of promotion. When reviewing the faculty development plans, the Committee will consider (a) excellence in teaching, e.g. dean, peer, self, and student evaluations; (b) professional development, e.g. technical and disciplinary conferences, academic courses, certificates and licensures; and (c) institutional, professional, and community service, e.g. professional associations, participation on committees, special assignments, and community service.

4.3 Each of the members of the Committee will have one vote on motions made by committee members. A motion is passed by a simple majority of the total voting membership of the Committee.

4.4 Professional-track faculty members who qualify will be reviewed for professional faculty promotion no sooner than their fourth semester of service since their hire or their last promotion. The actual promotion does not become effective until the following year of teaching.

5. PROCESS FOR APPEAL

5.1. Snow College is committed to the concept of due process and its value in protecting individual rights. If a member of the faculty feels that the established process of evaluation for professional faculty promotion was not followed, an appeal to the Faculty Senate is appropriate. At the same time faculty members realize that the decisions made by this Committee are recommendations to the Vice President for Academic Affairs and the President of the College.

5.2. The Faculty Senate will review the case to determine if established procedures were followed. If in the judgment of the Faculty Senate the procedure was flawed such that there is a reasonable probability that the decision was affected, then one of two possible courses of action is appropriate at the discretion of the Faculty Senate.

5.2.1. The Faculty Senate may send the case back to the Professional-track Promotion Committee with specific recommendations as to how the procedure should be corrected. The Professional-track Promotion Committee will then review the case again as if a new case.

5.2.2. The Faculty Senate may convene a special review committee to reconsider the case and make a recommendation to the Vice President for Academic Affairs and the President. The review committee will be comprised of five professional-track faculty randomly selected from a pool comprised of all professional-track faculty who do not declare a conflict of interest in the case before the random selections are made.

5.2.3. In addition to an opportunity for faculty to declare a conflict of interest prior to the random drawing, the candidate may also disqualify any two faculty members without cause or prejudice prior to the random selection.

5.2.4. The decision of the review committee constitutes the final recommendation of the faculty to the Vice President for Academic Affairs and the President and may not be appealed to the Faculty Senate.

6. PROCESS FOR CHANGING THIS DOCUMENT

6.1 Changes to this document may be recommended by the Professional-track Promotion Committee to the Faculty Senate. Changes approved by the Faculty Senate and deemed by the Faculty Senate to be minor in nature will be implemented by the Professional-track Promotion Committee. Changes deemed to be substantive in nature will be submitted by the Faculty Senate to the professional-track faculty-at-large for approval.