

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE
INSTITUTIONAL BOARD OF GOVERNORS**

**POLICY # H-21 - Faculty Evaluation, Promotion, Tenure, Sabbatical
(Part of Faculty Personnel Policy)**

SECTION 5.1. GENERAL AUTHORITY

5.1.a. This policy defines evaluation, promotion, tenure, and sabbatical for full time faculty members at Mountwest Community and Technical College

5.1.b. AUTHORITY:

Title 135 Procedural Rule of the West Virginia Council for Community and Technical College Education – Series 4 – Rules and Administrative Procedures.

Series 9: Academic Freedom, Professional Responsibility, Promotion and Tenure.

5.1.c. Effective Date: April 25, 2019 (previously revised July 20, 2013, November 16, 2012 and originally approved May 2005). Supersedes: Faculty Evaluation, Promotion, Tenure, Sabbatical – approved 3-15-05.

SECTION 5.2. DEFINITIONS

5.2.a. Faculty evaluation: The primary goals of faculty evaluation are to improve instruction; to promote the highest standards of professional excellence; to provide a record of individual achievement; to promote professional development; to promote service to the college and its community; and to provide information for purposes of granting tenure, retaining, and/or promoting faculty members.

5.2.b. Tenure: Tenure at Mountwest Community and Technical College provides for a continuing series of appointments, which may be terminated by the President for extraordinary circumstances or reduction due to discontinuance of a program.

SECTION 5.3. FACULTY EVALUATION

5.3. Areas of Evaluation: Evaluation is based on specific goals that support the division and the college discussed between the faculty member and the director. The evaluation of each faculty member's performance will be based upon an assessment of activities in three areas: teaching/advising, professional development, and service to the college and its community. The Mountwest Community and Technical College (College) faculty are committed to teaching as the foremost professional responsibility.

SECTION 5.4. PROMOTION, TENURE and SABBATICAL APPLICATION TIMELINES

5.4. General promotion, tenure and sabbatical application timelines are as follows:

Last working day in September	Applicant forwards letter of intent for promotion/tenure/sabbatical via e-mail to the Division Dean, the Faculty Personnel Committee and Human Resources.
Third Monday in October	Human Resources notifies the Faculty Personnel Committee and candidates of eligibility or missing requirements. Sabbatical applicants submit a written report summarizing a plan of activity and projection of goals and accomplishments to the Faculty Personnel Committee for recommendation to the Dean.
Tues following M L King Day	Human Resources submits a letter verifying candidates' eligibility the Faculty Personnel Committee. For tenure applicants only, the division dean submits written recommendation and tenure materials to Faculty Personnel Committee.
First Monday in February	Faculty Personnel Committee submits written recommendations and promotion/tenure/sabbatical materials to the Chief Academic Officer.
Fourth Monday in February	Chief Academic Officer submits written recommendations from the Faculty Personnel Committee and promotion/tenure/sabbatical materials to the President.
Second Friday in March	President makes final decision regarding faculty applications for promotion/tenure/sabbatical, informs the candidates in writing and submits list of eligible candidates to the Faculty Personnel Committee.

SECTION 5.5. RANK ASSIGNMENTS FOR FULL TIME, TENURE TRACK, MULTIPLE YEAR CONTRACT, AND CLINICAL FACULTY AT INITIAL EMPLOYMENT AND PROMOTION IN RANK.

In accordance with the West Virginia Community and Technical College Governing Board, the following guidelines for initial appointment and promotion in rank will be followed for full-time, tenure track, multiple-year contract, and clinical faculty at Mountwest Community and Technical College (College).

5.5.a. Academic Rank: the following academic rank titles are authorized for all full-time college faculty: Instructor, assistant professor, associate professor according to Series Bulletin 36. Initial faculty appointment will be at the rank of instructor unless negotiated otherwise. Any single requirement for any of the various ranks may be waived at the recommendation of a division director/associate dean/dean and approval by the President.

5.5.b. Procedures for Initial Appointment: Every effort will be made to find faculty who possess a minimum of a master's degree. Some areas, such as the academic disciplines, require a minimum of a master's degree. In some specialized fields, the master's degree can be waived in the hiring process if experience, training, and/or professional certification of the individual are thought to be acceptable substitutions. Such a waiver will be initiated by a director/chair/associate dean and approved by the President.

- The evaluation of previous experience for determining initial placement into rank will occur at the time of hiring and be noted in the personnel file. For placement in rank at initial employment, each applicant's previous experience may be evaluated in relation to the faculty position. Relevancy of prior experience will be evaluated in consultation with the director/chair/dean and then approved by the President.
- In the case of initial appointment, the faculty member may be able to negotiate with the Dean and President any prior service at another institution or prior non-teaching experience.

5.5.c. Academic Rank Advancement: Advancement in rank is not an automatic procedure. Applicants must meet all criteria for Advancement within rank. Evidence of high standards in teaching/advising and/or in primary job responsibilities, professional development, and service to college and its community must be demonstrated.

- All undergraduate or graduate credit must have been obtained through a fully accredited college or university and must have been earned after the most recent degree to apply toward advancement.
- Educational activities, such as summer institutes and workshops, that provide additional competence in the primary responsibility of teaching, may be given equivalent credit if these activities are formal, course-like experiences designed around specific learning objectives or goals that are documented and acceptable for equated credit by the faculty member, director, and the President. Non-academic and graduate credits must be approved by the director/associate dean /dean and President prior to attendance. Credit may be awarded for special licensure and certification subject to the approval of a director/associate dean/dean and approval by the President.

5.5.d. Promotion in rank is a reward for achievement. It is based on the professional qualifications of a faculty member, including performance specific to the candidate's contractual responsibilities and duties. Major faculty responsibilities and duties include teaching and advising, professional development, and service to the college and its community. Individual divisions are responsible for determining the relative importance of the various faculty functions for purposes of personnel decisions. Divisions should provide flexibility in the weighting of such functions to accommodate a range of program areas, disciplinary specialties, and individuals with varying assignments. The specific areas in which faculty are evaluated for promotion include the following major categories:

1. Teaching/Advising: command of disciplinary knowledge and methodology, effectiveness of classroom performance, advising load and effectiveness of academic advising, effectiveness in assessing student learning, rapport with students, contributions to curricular development, instructional development of faculty colleagues.

2. Professional Development: memberships and contributions to professional societies; scholarly presentations creative performances; contributions to the professional development and achievement of colleagues; additional coursework, seminars, and workshops relative to the candidate's teaching and/or primary job responsibilities.
3. Service to College and Its Community: contributions within the division and within the college; contributions to official student organizations; other work on behalf of the student body, faculty, staff, or administration of the college; service on a compensated or pro bono basis to governments, educational, business, or civic organizations, or to the public (such service could include applied research, consultation, technical assistance, special forms of instruction, clinical work, and performance)

Evaluations should be based on multiple sources of evidence (student and supervisor evaluations) for all the above categories. For public service, quantitative assessment should be solicited from those associated with the service activity or affected by the service outside the college.

5.5.e. Eligibility for Promotion:

1. A faculty member must complete all educational and pertinent professional experience requirements before submitting an application for promotion, but the faculty experience and time-in-rank requirements may be completed during the academic year in which the application is submitted.
2. The minimum requirements in terms of education and professional/faculty experience are listed for each academic rank in Table 1, which follows this section.

Table 1

Rank	Educational Level & Credit Hours/Equivalents*	Teaching/Professional Experience in Field	Faculty Annual Evaluation Minimum for a, b, c, d options within all ranks
Instructor to Assistant Professor	a) Doctorate b) Master's + 15 c) Master's + 0 d) Bachelor's **	a) 3 b) 4 c) 5 d) 5 Years of teaching/professional experience may be acquired at MCTC or applied from other teaching or professional employment.	Exemplary level evaluation in teaching/advising and professional level evaluation in professional development and service to college and its community for two out of the 4 years prior to applying or promotion
Assistant Professor to Associate Professor	a) Doctorate b) Master's + 30 c) Master's + 15 d) Masters +0 e) Bachelor's **	a) 3 (in rank as assistant professor at MCTC) b) 4 (in rank as assistant professor at MCTC) c) 5 (in rank as assistant professor) at MCTC d) 6 (in rank as assistant professor at MCTC) e) 7 (in rank as assistant professor at MCTC)	Exemplary level evaluation in teaching/advising, and professional level evaluation in professional development and service to college and its community for two out of the three years prior to applying for promotion
Associate Professor to Full Professor	a) Doctorate b) Master's + 45 c) Master's + 30 d) Masters +15 e) Masters + 0 f) Bachelor's **	a) 3 (in rank as associate professor at MCTC) b) 4 (in rank as associate professor at MCTC) c) 5 (in rank as associate professor at MCTC) d) 6(in rank as associate professor at MCTC) e) 7 (in rank as associate professor at MCTC) f) 8(in rank as associate professor at MCTC)	Exemplary level evaluation in teaching/advising category for two consecutive years prior to applying for promotion; exemplary level evaluation in one of the other two categories (professional development, service to college and its community) for two consecutive years prior to applying for promotion; and professional level evaluation in the remaining category for two consecutive years prior to applying for promotion

*Educational Level and credits earned must be documented through official transcripts, approved and on file. Educational equivalents may apply to any or all of the following:

1. If a Master's degree has been earned, any hours following that degree may be graduate or undergraduate hours. These hours must be in field, and earned from an accredited institution of higher education. Undergraduate hours may be used for purposes of promotion only if they lead to an industry or professional certification, the faculty member obtains such certification, and the certification track is pre-approved by the Vice President of Academic Affairs. The equated credit for the undergraduate hours and certification must be determined by the Vice President of Academic Affairs prior to course enrollment. Documentation of pre-approval must be on file in the Human Resources office.***
2. Course in progress that will be completed at the end of the semester prior to promotion consideration may be considered if the documentation of completion is received prior to review of the promotion file.
3. Educational activities, such as summer institutes, workshops or training which provide additional competence in the primary teaching area may be given equivalent academic credit IF these activities are formal, course like experiences designed around specific learning objectives that are documented, assessed and deemed acceptable for equated credit by the Vice President for Academic Affairs. Equivalent hours granted must be evaluated and approved for each credit equivalent awarded. Approved educational equivalents must be awarded and documented prior to using the activity for promotion purposes. Equivalencies must be determined by the Vice President for Academic Affairs. Documentation of the determination must be on file in the Human Resources office prior to faculty member participation in the educational activity.****

** Faculty in technical/clinical fields applying for promotion at the Bachelor's level must hold current certification or licensure in area of teaching responsibility, and demonstrate competency in field with maintenance of certification or licensure.

*** The pre-approval requirements shall go into effect July 1, 2014.

**** The requirement that documentation be on file in the Human Resources office prior to participation shall go into effect July 1, 2014.

SECTION 5.6. TENURE

5.6.a. Requirements of Eligibility: Tenure is not automatically granted after the sixth year of service but shall result from the Tenure Application Process review and the final recommendations made by the President for those faculty initially hired on a Tenure track contract. Tenure shall be granted based on the following:

--that the candidate is professionally qualified, and

--that Mountwest Community and Technical College has a continuing need for the particular qualifications and competencies of the candidate.

5.6.b. Tenure guidelines will follow the same timeline as promotion.

5.6.c. For a candidate to be granted tenure, he/she must have demonstrated professional level performance and achievement in his/her major area of responsibility. The candidate must have demonstrated exemplary level performance in either teaching/advising, professional development, or service to the college and its community.

5.6.d. A faculty member must have already attained the rank of assistant professor or higher before applying for tenure. A faculty member must have been employed full time at Mountwest Community and Technical College for three years. Promotion and tenure can be awarded at the same time.

5.6.e. The non-tenured faculty member shall be given notice of tenure by the division director/associate dean before the completion of the sixth year, or he/she shall be awarded a one-year contract of employment for the seventh year.

5.6.f. Any faculty member shall have the option of requesting that his/her temporary service be counted towards promotion and/or tenure. The years of temporary service shall be evaluated along the guidelines for a tenure-track positions

SECTION 5.7. THE TENURE APPLICATION PROCESS

5.7.a. Notification to Newly Appointed Faculty: At the time of initial appointment to a tenure track position, the Dean will notify each newly appointed faculty member in writing of the requirements and guidelines for tenure. The faculty member will in turn acknowledge in writing the receipt of this notification.

5.7.b. Tenure Process:

- A faculty member must take the primary initiative to submit his/her application for tenure. However, the division director/ associate dean may initiate a recommendation for tenure of the faculty member.
- During the completion of the sixth year of appointment, the faculty member who chooses not to apply will not be considered for tenure, but will be offered a one-year terminal contract-appointment for the seventh year.
- A candidate for tenure must follow the deadlines in the Promotion, Tenure and Sabbatical Application Timeline.
- The candidate shall be informed in writing of recommendations to deny tenure at any step in the decision making process.
- Any applicant denied tenure by the President has the opportunity to file a grievance within five (5) working days to the Faculty Grievance Committee.

SECTION 5.8. PORTFOLIOS

5.8.a. Once eligibility for tenure has been approved, the faculty member should begin assembling a portfolio with assistance from the division director. The tenure application form and the compiled information in the portfolio will serve as the primary data for the Faculty Personnel Committee to determine the qualification of the candidate. The faculty member must include all components required in a complete evaluation portfolio if the evaluation process is to occur during the tenure application year.

5.8.b. To prepare and present a well-organized account of achievements and professional development, the portfolio should include these areas:

- Evidence of exemplary level performance in teaching/advising, professional development, or service to the college and its community.
- Evidence of professional level performance in the remaining two areas.

5.8.c. The portfolio must contain, at a minimum, the following elements.

- A copy of the application form for promotion and/or tenure.
- Annual Faculty Evaluation Report, along with summaries from other evaluation such as student and director evaluations of faculty.

5.8.d. In addition to these items, the faculty member may include other supporting materials and/or assessments that will help to establish qualifications and fitness for tenure.

SECTION 5.9. SABBATICAL LEAVE

5.9.a. Purpose: A sabbatical is to provide activity that will improve teaching effectiveness, develop professional competency, and increase contribution of service to the college and its community.

5.9.b. Descriptions: A sabbatical is a compensated leave of absence of one or two semesters for a nine-month faculty member and twelve months for administrators. Sabbaticals shall be granted for approved projects involving full-time independent study, research, or any creative work that will generate new teaching skill and abilities and enhance professional growth and development.

5.9.c. Eligibility: A faculty member is eligible for sabbatical leave after the completion of six years of full-time employment. However, a faculty member will not be eligible for another sabbatical until the completion of another six years of full-time service, after a previously awarded sabbatical. Sabbaticals are not automatic, but are determined by merit of request and available conditions that will allow absence of faculty.

5.9.d. Compensation: A faculty member on sabbatical leave shall receive no less than full pay for one semester; or no less than 50 percent of the current salary in effect on the last contract day prior to the effective date of sabbatical leave.

5.9.e. Requirements (all applicants must meet the following requirements):

- A written letter of intent for sabbatical leave will be submitted to the Dean by September 30 of the current academic year for the following academic year.
- A candidate for sabbatical must follow the deadlines in the Promotion, Tenure and Sabbatical Application Timeline.
- In accepting a sabbatical leave, a faculty member agrees to all terms stipulated by signing a statement to that effect by November 30 of the academic year.
- A faculty member may not accept any other form of employment during the time specified as leave time without written consent of the President. Fellowships, grants, assistantships, and stipends are regarded as other employment.
- After completion of sabbatical leave, a faculty member will submit to the President a

- written report of project accomplishments by the end of the returning semester.
- A faculty member is to return for one year of full-time employment upon completion of the sabbatical. If he/she does not return, the faculty member is responsible for reimbursing to the college all monies received during the leave time.