

## 3357:13-16-02 Faculty Rank

Faculty Rank constitutes Article XX of the Agreement between North Central State College and the chapter of the North Central State Faculty Association-American Association of University Professors (NCSFA-AAUP)

### Article XX. Faculty Rank

Section 20.01 All full-time faculty will be ranked immediately upon hiring according to the following:

RANK	SPECIAL REQUIREMENTS	POINTS (see section 20.02)
Professor*	Twelve education points minimum	32 and up
Associate Professor*	Nine education points minimum	24 - 31
Assistant Professor	Six education points minimum	16 - 23
Instructor	Three education points minimum	3 – 15

\* In no case shall a faculty member achieve the rank of Associate Professor or Professor without having at least three (3) full-time academic years at North Central State College for all currently employed NCSC employees seeking promotion to this rank.

Section 20.02 Points are awarded as follows:

- (a) Work related to teaching field – full time for one year (1 point per year)
- (b) Teaching or academic administration full-time for one academic year below post-secondary (1 point per year)
- (c) Teaching or academic administration part-time for one academic year at or above post-secondary level (1 point per year)
  - (i) NOTE: Cannot receive more than one point per year, cannot overlap a full-time job with a part-time job in the same year, and cannot overlap going to school with a part-time job unless the distinction is made very clear.
- (d) Teaching or academic administration full-time for one academic year at or above post-secondary (2 points per year)
  - (i) NOTE: Cannot receive more than two points per year.
- (e) Education points are awarded as follows:

(i) Primary degree (highest ONLY may be used):

- 1) Associate = 3 points
- 2) Bachelors = 6 points
- 3) Masters = 9 points
- 4) Doctorate (including Juris Doctorate) = 13

(ii) Certificates related to teaching field (1 point each)

- 1) Certificates include Certified Data Processor, Professional Engineer, Certified Public Accountant, Certified Safety Professional, Professional Computer, Registered Nurse, Registered Radiographer, Registered Respiratory Therapist, Occupational Therapist Licensure, Physical Therapy Licensure, Apprenticeship Certificate, Current Ohio Teaching Certificate, Society of Human Resource Management, Certified Bookkeeper and other certificates as may be appropriate.

- 2) A second degree at the same level as highest in Section 20.02(e)(i) is awarded 2 points.

(iii) Additional post-secondary education is awarded as follows:

- 1) 45 quarter credits = 1 point (1 credit = 1/45 point)
- 2) 30 semester credits = 1 point (1 credit = 1/30 point)
- 3) 45 CEUs = 1 point (1 unit = 1/45 point)
- 4) 450 hours attendance at conferences/workshops/seminars = 1 point (10 hours = 1/45 point)

### Section 20.03 Faculty Advancement-in-Rank

Purpose: The purpose of Advancement-in-Rank is to provide eligible faculty with academic rank progression as an acknowledgement and recognition for exceptional teaching and service to the students, the profession, the College and the community.

Eligibility Requirements: To be eligible for advancement to a higher rank, a faculty member must have completed a minimum of three years (six semesters, not including summer) of continuous service at NCSC.

Education Requirements:

#### Instructor

1. Have a Master's degree or a Bachelor's degree with major certification or professional credential as dictated by the field.

#### Assistant Professor

1. Must be a full time Instructor with a minimum of three years completed as "Instructor" and working under a three-year contract

2. Holds a Master's degree, of which at least 18 semester graduate credits shall be in the subject area, or shall be directly related to the major instructional area
3. Where a Master's degree is not normally offered, holds a bachelor's degree and a valid legal or professional license, or specialized work experience directly related to the subject area based on accreditation requirements as applicable

### Associate Professor

1. Must be a full-time Assistant Professor with a minimum of three years as "Assistant Professor" and working under a three-year contract
2. Holds a Master's degree, of which at least 18 graduate semester credits in a field directly related to the major instructional area
3. Where a Master's degree is not normally offered, holds a bachelor's degree and a valid legal/ professional license or specialized work experience directly related to the subject area based on accreditation requirements as applicable, and a Master's degree in a related field or education.

### Professor

1. Must be a full-time Associate Professor with a minimum of three years as "Associate Professor" and working under a three-year contract
2. Holds an earned doctorate, or a master's degree with an additional 30 graduate semester credits in a field related to the major instructional area

### Process for applying:

1. Faculty member (candidate) contacts Human Resources for the Application for Promotion in Faculty Rank, completes application and submits the application to Human Resources.
2. Human Resources attaches copies of transcripts with degrees conferred and verifies the last date of application for the most recently attained promotion (or date of hire) and sends the application package to the faculty member's assistant dean.
3. Assistant dean verifies eligibility for promotion and notifies the faculty member to begin preparing an Advancement-in-Rank portfolio (hereafter referred to as Promotion Packet).
4. Faculty member submits the Promotion Packet, including the Application for Promotion in Faculty Rank, to the assistant dean no earlier than the beginning of the fourth year of employment in one's present rank or 3 years after the faculty member's date of hire.
  - The Promotion Packet must be received by the assistant dean no later than the end of fall semester's final exam week in the year the faculty member desires to be reviewed.
  - The Promotion Packet will comprise documents including among other things: the student evaluations of instruction, classroom observations, the three annual Faculty Performance Reviews/Summative Evaluations by the assistant dean, and evidence of the activities listed in the Faculty Performance Review/Summative Evaluations document. The summative evaluations for review must be for the period since the last date of application for the most recently attained rank (or date

- of hiring). Each academic year will consist of summer, fall, and spring semesters.
- The submission of the Portfolio Packet to the assistant dean must allow adequate time to review the Promotion Packet.
5. The assistant dean reviews the Portfolio Packet and suggests any needed additions or corrections. When the review is complete, and if the assistant dean approves of the Portfolio Packet, he/she will forward it to the Human Resources Director.

#### Promotion Evaluation Procedure:

1. The Advancement-in-rank Chair(s) will convene the Committee to review the faculty's Promotion Packet.
2. The Application for Promotion in Faculty Rank and the Promotion Packet from the faculty seeking promotion will be reviewed by the Advancement-in-Rank Evaluation Committee. Applications are confidential. The Advancement-in-Rank Evaluation Committee may remove from consideration any application not meeting the eligibility requirements.

Final evaluation in the Advancement-in-Rank Evaluation Committee will take place only after all committee members have reviewed the supporting documentation of the applicant using a Faculty Rank Review Score Sheet that determines the appropriate point allocation for the four criteria. A face-to-face meeting between the faculty member and the Advancement-in-Rank Evaluation Committee may also take place. While each committee member will complete a Faculty Rank Review Score Sheet for the applicant, a final score for each of the four criteria will be obtained by consensus of the scores assigned by the committee members and tabulated by the Advancement-in-Rank Evaluation Committee Chair. The total number of points obtained by committee consensus will be recorded on a separate Faculty Rank Review Score Sheet.

The Application for Promotion in Faculty Rank and the Committee's Faculty Rank Review Score Sheet will then be placed at the beginning of the Promotion Packet. Each committee member's Faculty Rank Review Score Sheet will be signed by the committee member, collected by Committee Chair, and placed on file in the Human Resources office. After the Advancement-in-Rank process has been completed, the individual Faculty Rank Review Score Sheets will be destroyed. The total score obtained by using this system will serve to determine a faculty member's eligibility for promotion.

The Committee Chair will make a recommendation to the Chief Academic Officer (CAO) as to whether or not the applicant was recommended for advancement. A copy of the summary Faculty Rank Review Score Sheet should be attached to the letter. If the applicant is not recommended for advancement, a memo from the committee will also contain recommendations for strengthening the Promotion Packet in the future.

3. When making the final decision for faculty member's advancement in rank, the CAO is to ensure that guidelines for awarding points have been followed and that the

Advancement-in-Rank Evaluation Committee has evaluated the Promotion Packet consistently. In situations in which the Chief Academic Officer concludes that the guidelines have not been followed or that inconsistencies exist, the CAO can return the Promotion Packet to the Advancement-in-Rank Evaluation Committee and request that the Committee to conduct a new review of the faculty applicant, or the CAO may render a decision.

4. Candidates can withdraw applications for Advancement-in-Rank at any time prior to a recommendation being made by the Committee.

#### Point allocations:

1. Applicants are awarded points based upon the contents of the Promotion Packet that documents their accomplishments and achievements. The portfolio comprises documents including among other things: student evaluations of instruction, classroom observations, the annual Faculty Performance Review/Summative Evaluations, and evidence of the activities listed in the Faculty Performance Review/Summative Evaluation form. The points awarded by the committee must be earned by activities performed since the last date of application for most recently attained rank (or three years from date of hire). Each academic year will consist of summer, fall, and spring semesters.

Points to be earned (out of 100):

Instructor to Assistant Professor: minimum of 72 points

Assistant Professor to Associate Professor: minimum of 76 points

Associate Professor to Professor: minimum of 80 points

#### Criteria for Evaluation of Achievements:

1. Faculty members applying for Advancement-in-rank will be evaluated on performance and accomplishments as described in this document. Documentation is required for all listed activities.

Four performance categories carry a range of points to be awarded. Categories are mutually exclusive of each other. Once an activity has been listed in one category, it may not be listed in any other category. Applicants may not receive more than the maximum number of points in any of the four categories.

The following is a description of the four categories in which candidates will be evaluated:

Part 1: Service to the students, teaching and teaching-related activities (Maximum 40 points can be awarded by the committee in this category)

Based on the items in the category in the "Faculty Performance Review" document overall performance over the past three years:

- Outstanding: 16 points per year
- Exceeds Expectations: 12 points per year
- Meets Expectations: 8 points per year
- Needs Improvement: 2 points per year
- Unsatisfactory: 0 points for that year

Part 2: Service to the program and the profession (Maximum 20 points can be awarded by the committee in this category)

Overall performance over the past three years:

- Outstanding: 8 points per year
- Exceeds Expectations: 6 points per year
- Meets Expectations: 4 points for that year
- Needs Improvement: 1 point for that year
- Unsatisfactory: 0 points for that year

Part 3: Service to the College and the community (Maximum 20 points can be awarded by the committee in this category)

Overall performance over the past three years:

- Outstanding: 8 points per year
- Exceeds Expectations: 6 points per year
- Meets Expectations: 4 points for that year
- Needs Improvement: 1 point for that year
- Unsatisfactory: 0 points for that year

Part 4: Supervisor's written performance review (Maximum 20 points can be awarded by the committee in this category)

Supervisor's written overall summative performance review over the past three years: related to the College strategic goals.

Outstanding: 8 points per year  
 Exceeds Expectation: 6 points per year  
 Meets Expectation: 4 points per year  
 Needs Improvement: 1 point per year  
 Unsatisfactory: 0 points per year

Description of Categories:

The following are examples of how a faculty member can serve students, the College, and/or the community.

PART I. Service to the Students: Teaching and Teaching Related Activities (Maximum 40 points awarded by the committee)

- Achieves highly positive student and supervisor evaluations
- Helps students to enhance their success and retention
- Advises and tutor students, and maintain office hours
- Creates and maintains course materials, outlines, and syllabi
- Develops pre-approved new courses and/or academic programs
- Implements effective and innovative teaching methods, pedagogies and strategies to enhance student learning outcomes
- Develops and instructs in online and alternative technology (lectures, labs, field trips, videos, group work, clinical, flipped classroom, online...)
- Uses course and program evaluation and assessment and make documented changes to improve student learning
- Demonstrates organizational skills and models ethical and professional behavior

PART II. Service to the Program and the Profession: Professional Development and Scholarship (Maximum 20 points awarded by the committee)

- Assists in program review and development for continuous improvement
- Continually engages and connects with business, industry or field of discipline
- Continues education or professional development related to the discipline and the College (including professional development days on campus) and agreed upon with supervisor
- Mentor a new faculty member based on experience and area of expertise
- Publishes in a peer-reviewed professional journal or articles or books
- Attends or presents at a state or national conference, seminars, workshops and share information with colleagues and the College
- Has license/certification from a professional organization
- Assists in accreditation activities

PART III. Service to the Division, the College and the Community (Maximum 20 points awarded by the committee)

- Assists in enhancing student access through recruitment and increased enrollment
- Increases college resources and/or improves efficiencies
- Actively participates in program, department, division and college meetings
- Serves on or chairs College committees
- Serves as Honors College faculty
- Participates in College or student activities including in-service, graduation, workshops, seminars, marketing, accreditation, open house
- Authors or co-authors an external grant, and/or serves as a principle investigator of an external grant
- Actively participates (committees, presentations, service projects...) in partnerships with k-12, other colleges and universities, business and industry, government agencies, community organizations, area agencies, health care facilities ...to improve instruction and collaboration

- Volunteers/receives community service awards
- Serves on state-level committees appointed by such groups as Department of Higher Education
- Serves as an evaluator for program or college level accreditation organization
- Serves in a faculty leadership role.

PART IV. Supervisor's Written Overall Performance Review as it relates to the College Mission of Increasing Student Access, Enhancing Student Success, and Aligning Resources

Appeal Process:

Faculty members unsatisfied with the decision of the Advancement-in-Rank Evaluation Committee, or the Chief Academic Officer, may appeal to the President whose decision will be final.

A formal letter of appeal from the faculty member must be submitted within 15 work days of the faculty member receiving the decision from the CAO. The letter will be addressed to the President. The letter must list the exact items being appealed. The President will investigate the process before making a final decision that may uphold or reverse the decision of the CAO.

Promotional Increases:

Each promoted faculty member will receive a promotion increase in his/her base contract salary effective with the start of the following academic year. The amount of the increases will be \$1,000 from Instructor to Assistant Professor; \$1,500 from Assistant Professor to Associate Professor; and \$2,000 from Associate Professor to Professor. At no time shall a faculty member be compensated for both advancement in rank and his/her degree completion (listed in section 25.20 on Professional Growth for Educational Degree Attainment), but will receive the higher amount of the two. Current faculty can apply for their current rank if they want to financially benefit from it. All current faculty are grandfathered into their current ranks.

Advancement-in-Rank Evaluation Committee:

The purpose of the committee is to recommend to the CAO faculty for advancement who exemplify high quality performance. The committee does not confer the advancement-in-rank, but gives a recommendation to the CAO.

1. Serving on a committee in the Advancement-in-Rank process is a faculty responsibility and honor. To be eligible to serve on the Committee, a faculty member must meet the following criteria:
  - a. Be employed as a full-time faculty member in an academic division.
  - b. Hold the rank of Assistant Professor at minimum (i.e. has gone through the Advancement-in-Rank process before)
  - c. Has been employed full time at North Central State College for at least three years



2. The faculty of each academic division will recommend two representatives from the division to serve on the committee. The division dean will choose one of them.
  
3. The Advancement-in-Rank Evaluation Committee comprises a division dean, a division assistant dean, and three faculty members with the earned rank of Assistant Professor as a minimum.
  - a. The Chief Academic Officer (CAO) will appoint a dean and an assistant dean to serve as members of the committee.
  - b. All members of the Advancement-in-Rank Evaluation Committee will be required to attend an in-service workshop on the process for evaluation of advancement.
  - c. The committee dean will call the first meeting of the Advancement-in-Rank Evaluation Committee. At the first meeting, the chair of the Advancement-in-Rank Evaluation Committee will be elected.

Section 20.04 No currently employed faculty member shall have their rank reduced as a result of changes implemented to the rank calculation system.

Effective: January 16, 2024

Next Review: May 14, 2027

Review Dates: 5/22/98, 12/17/08, 10/26/11, 8/27/14, 8/23/17, 8/25/21, 01/16/24