

## 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.