

Title: Full-Time Faculty Rank and Promotion

(Combines Full Time Faculty Promotion (97-061), Faculty Rank Criteria (96-079), Course Work Taken (96-082) and In Lieu Credits (96-081)

Initial Action: 5/31/12

Board Agenda: 12-019, 23-033b.

Last Revised:

Policy: 5/4/2023

Procedure: 5/4/2023

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Effective: 6/29/2023

Next Review: May 2028

Responsibility: Academic Programs

Policy:

When faculty members attain the appropriate degrees, course work, in-lieu credits, years of experience, and significant contributions/service as outlined below, they will be eligible to apply for promotion. Faculty will not be eligible for promotion for one year following a year in which they have not met contractual requirements by receiving “met” or “NA” in their annual evaluations.

A. Overview of faculty rank, placement in rank, and promotion in rank.

Procedures:

1. Faculty Rank. To attract, reward, and retain high quality faculty, dedicated to rigorous standards for the education of our students, three factors are considered in ranking faculty: education level, teaching experience, and significant contributions to Cecil College.
2. Placement in rank (for new hires). New faculty hires will be placed in the applicable rank for which they are eligible, according to the placement criteria in Section B.
3. Faculty will be eligible for promotion in rank upon completion of the following:
 - a. Satisfy education and teaching experience for placement in the new rank, as described in Section B. Details about education are in Section C, and details about teaching experience are in Section D.
 - b. Meet performance standards listed in Faculty Contract annually.
 - c. Receive satisfactory Performance Evaluation (see Faculty Performance Evaluation policy 721.10) annually.
 - d. Complete at least one “significant contribution” to Cecil College, as described in Section E, since previous promotion (or since hire, for faculty who have not yet been promoted).
 - e. The formal process for promotion is explained in detail in Section F.

B. Faculty Rank

1. Assistant Professor I:
 - a. Master's degree (or higher). No prior teaching experience is required.
2. Assistant Professor II (meet one of the following):
 - a. Master's degree and at least 5 years of teaching experience.
 - b. Master's degree plus 15 additional credits and at least 3 years of teaching experience.
 - c. Master's degree plus 30 (or more) additional credits and at least 1 year of teaching experience.
 - d. Doctoral degree. No prior teaching experience is required.
3. Associate Professor I (meet one of the following):
 - a. Master's degree and at least 10 years of teaching experience.
 - b. Master's degree plus 15 additional credits and at least 7 years of teaching experience.
 - c. Master's degree plus 30 additional credits and at least 5 years of teaching experience.
 - d. Master's degree plus 45 (or more) additional credits and at least 4 years of teaching experience.
 - e. Doctoral degree and at least 3 years of teaching experience.
4. Associate Professor II (meet one of the following):
 - a. Master's degree plus 30 additional credits and at least 10 years of teaching experience.
 - b. Master's degree plus 45 additional credits and at least 7 years of teaching experience.
 - c. Master's degree plus 60 additional credits and at least 6 years of teaching experience.
 - d. Doctoral degree and at least 5 years of teaching experience.
5. Professor I (meet one of the following):
 - a. Master's degree plus 45 additional credits and at least 15 years of teaching experience.
 - b. Master's degree plus 60 additional credits and at least 10 years of teaching experience.
 - c. Doctoral degree and at least 7 years of teaching experience.
6. Professor II:
 - a. Doctoral degree and at least 10 years of teaching experience.

C. Education

1. Education consists of formal graduate-level coursework and/or in-lieu credits.
2. Throughout this policy, credits and degrees earned refer to accredited graduate institutions.
3. Formal Academic Work:

- a. All course work taken by a full-time faculty member towards a graduate degree in an individual's discipline or in Education can be used towards promotion. All course work being applied toward promotion must benefit the faculty member's teaching effectiveness at Cecil College.
 - b. The faculty member must request, in writing to the Chief Academic Officer or designee, approval for the program of study. If the program involves courses taken at the undergraduate level, the individual must also justify the need for each of these courses. All necessary approval must be given in writing, which should be recorded in the Year-End Report of Professional Activities. A copy of the agreement will be kept in the faculty member's personnel folder.
 - c. Once a program of study has been approved, administrative approval for individual courses in that program is not necessary.
 - d. The individual must maintain, in their program of study, a 2.0 average for undergraduate work or a 3.0 average for graduate work (on a scale of 4.0). In the event that the educational institution uses a different grading system, a level of performance must be approved by the Chief Academic Officer or designee.
4. In Lieu Credits
- a. In-lieu credit provides for the accumulation of credits applicable towards promotion for experiences other than formal academic work.
 - b. Activities counted as In-Lieu Credits cannot also count for Significant Contributions.
 - c. Approval of in-lieu credits by the Chief Academic Officer or designee is required before beginning work on in-lieu credits.
 - d. In lieu credit will be calculated as follows: one in-lieu credit equates to one graduate credit, meaning 40 hours is equivalent to one in-lieu credit. A fractional portion of an in-lieu credit may be earned for a corresponding proportion of work, in denominations of 1/10 of an in-lieu credit. No more than 30 total in-lieu credits may be used for promotion. In order to be eligible to use in-lieu credits for promotion, the faculty member must already have earned the Master's Degree.
 - e. Faculty should use the chart in Appendix C for logging projects, hours anticipated, the number of in-lieu credits earned on the project, and for approval by the CAO or designee.
 - f. In-lieu credit for specific professional development are listed in the informational chart below.
 - g. In-lieu credit being sought for projects not specifically listed in the chart below should be added in under the "Write-in" section of the chart by the faculty member and follow the same procedure as above.
 - h. Faculty members will forward a proposal for in-lieu credit with a requested number of in-lieu credits listed to the Chief Academic Officer or designee, who will meet (face-to-face or virtually) with the

applicant to discuss and evaluate the project, determine funding and/or leave time and ask for revisions as necessary. The Chief Academic Officer or designee will confirm the in-lieu credits and return the proposal to the applicant with any appropriate comments and signature, if approved, in the "Prior approval" column on the chart below. In addition, the Chief Academic Officer or designee will authorize any budget expenditures and/or reimbursements. If the project is denied, then a written explanation will be provided.

- i. When the applicant has completed the project for which in-lieu credits have been assigned, he/she will provide appropriate written documentation to verify that the project has been completed, and note it in the Year-End Report of Professional Activities.
- j. The Chief Academic Officer or designee will indicate that the assigned in-lieu credits have been earned by signing the chart in the "completion" column and returning to the faculty member, as well as a copy to Human Resources for insertion in the applicant's personnel file for update.
- k. Examples for which unspecified in-lieu credit will not be assigned:
 - i. Traveling time to attend workshops or conferences.
 - ii. Duties that are a part of an employee's normal teaching assignments.
 - iii. Attendance at exhibits.
- l. In-lieu credits cannot be used when academic credit, significant contributions/service, release time, or compensation has been granted for the same service/project. By the same token, if an activity does not qualify for in-lieu credit or service, consideration could be given to assigning release time.

D. Teaching experience

1. Teaching experience refers to cumulative professional experience as a teacher at the secondary or post-secondary level, or in industry. To determine the number of years of teaching experience:
 - a. College teaching experience is equated fully (one-to-one), whether at Cecil College or another post-secondary institution.
 - b. Prior teaching experience at the high school level is equated on a two-to-one basis; that is, two years of high school teaching experience is regarded as equaling one year of college teaching experience.
 - c. Prior experience in teaching-oriented jobs in industry (e.g., staff development in nursing, physician-student teaching conferences) and non-teaching-oriented work experience in the field in which hired are likewise equated on a two-to-one basis.
 - d. Full-time work experience that is not related to the field in which the applicant is hired is not counted.
 - e. All part-time teaching jobs are combined to make full years and are counted as appropriate in accordance with the above guidelines. Such combining of part-

time jobs will be computed on a basis of 30 credit hours equaling one year's full-time teaching experience.

E. Significant contributions

1. An important component of faculty promotion is the demonstration of professional service to the college in the form of significant contributions. Faculty service is vital for fulfilling the college's mission and core values, acting as a community of interdependent members, to shape and advance the goals of the College.
2. The college recognizes service in the following areas that impact educational outcomes and the community it serves. These categories are listed in increasing level of broader impact, and the criteria for promotion will be proportional as rank levels increase:
 - a. Personal/Teaching
 - b. Department
 - c. College/Institutional
 - d. Profession/Discipline
 - e. Community
3. Differentiation of levels of service is as follows:
 - a. To be eligible for promotion to Associate, significant contributions must include beyond the Personal/Teaching level.
 - b. To be eligible for promotion to full Professor, significant contributions must also include leadership roles at the department, college, profession, and/or community levels. (There is a relevant distinction between being a "member" and being a "leader" in a service capacity. Leadership refers to serving in a position of influence with the responsibility to direct and guide others towards a clear and defined goal. A member, in contrast, contributes towards this goal but is not responsible for directing and organizing the actions of others. For example, an elected member of the Faculty Senate could run for President of the Faculty Senate, or an elected member of the Faculty Senate could volunteer to serve as Chair or Vice Chair of one of the standing Senate committees as a means to increase their service contribution.) Service in a compensated or release-time leadership role, such as Department Chair or Academic Senate President, will illustrate the leadership component of "significant contributions," but an additional, non-compensated significant contribution is still required for promotion.
4. Activities counted as Significant Contributions cannot also count for in-lieu credits.
5. Examples of Significant Contributions include, but are not limited to, the following, and are considered beyond the scope and expectation of everyday duties, demonstrating commitment to academic excellence in service to the student body and College:
 - a. Personal/Teaching:
 - i. Pilots an innovative teaching strategy with documented results to share with department and/or college faculty
 - ii. Pilots an innovative technology strategy with documented results to share with department and/or college faculty

- iii. Obtain and/or maintain certifications or licensure, with submission of CE as needed
 - iv. Enrollment and successful completion of significant course of study, such as a three-credit course (if not used for education component of promotion), Faculty Guild or other intensive, extensive course of study
 - v. Exhibition of artwork or performance outside Cecil College
- b. Department
- i. Prepares and submits a course for Quality Matters designation
 - ii. Prepares and submits a renewal for QM designation for a Cecil College QM course
 - iii. Assists students with acquiring a scholarship, developing their leadership potential or submission of work for a regional, state or national award. (Beacon award, CCHS scholarship, etc.)
 - iv. Developing and implementing a unique assessment tool or methodology for discipline
 - v. Participates in/leads collaboration with K-12 partners, specific to department, resulting in increased student success, increased enrollment, or enhanced student pathways
 - vi. Creation of a unique tool that is utilized throughout department discipline, such as a master lab manual, or enhanced teaching material.
 - vii. Leadership in the development of a new course or program
- c. College/Institutional
- i. Initiates and obtains an articulation agreement
 - ii. Leads the initiative for the submission of a grant proposal
 - iii. Serves as chair of a search committee
 - iv. Serves on and/or makes significant contribution to a college-wide workgroup or committee, such as Strategic planning or MSCHE
 - v. Serves as an advisor to a student group in addition to the two-committee requirement
 - vi. Leadership role in Faculty committees, such as Faculty Affairs, Academic Affairs, IT committee or Faculty Senate
 - vii. Leads a faculty professional development activity or a faculty initiative
 - viii. Leads a quality improvement or research initiative, specific to Cecil College with results shared with college community.
 - ix. Participation in college special events that support student and community engagement.
 - x. Leadership and/or active participation in assessment or accreditation efforts.
- d. Profession/Discipline
- i. Serves in a leadership position or demonstrates active participation in a professional or academic organization
 - ii. Participates in a professional or academic organization beyond the two contractual requirements.

- iii. Leads an initiative for a professional or academic organization
 - iv. Scholarly work in support of discipline, such as submission of a paper, juried art show, or a poster presentation
 - v. Presents at a professional or academic conference
 - vi. Serving as an editor for a professional journal or member of an editorial board
 - vii. Research initiative with published or presented results.
- e. Community
- i. Engages in community outreach resulting in an impactful contribution to Cecil College (time, funding, equipment, etc.).
 - ii. Member of a community board/organization with identified Cecil College affiliation, potential affiliation, or potential benefit to the College or profession.
 - iii. Leadership in a community board/organization with identified Cecil College affiliation, potential affiliation, or potential benefit to the College or profession.

F. Promotion Process

1. The applicant for full-time faculty promotion will complete the specified degree, course work and/or in lieu credits, and significant contributions/service as outlined above.
2. Before budget requests are due to Financial Services in the fall (October 1st), the faculty member should complete the form "Notification of Intent to Apply for Promotion" (Appendix D) and submit to the Chief Academic Officer or designee and to Human Resources notifying them of their intention to complete promotion criteria by the end of that fiscal year.
3. After review of the Notification, the CAO or designee will notify the applicant by December 15 of their intent to recommend for promotion with possible identification of deficiencies that require revision by May 30, with the understanding that any such notification is subject to available funding for the upcoming fiscal year. If promotion in Rank is awarded but compensation is delayed, the date of Rank award is used for future promotion eligibility.
4. Appropriate notification or transcripts verifying degree or course completion, documentation of in-lieu credits, as well as documentation of Significant Contributions/Service (which can be stored and verified in the faculty member's Year-End Reports of Professional Activities) should be submitted to the Chief Academic Officer or designee and to Human Resources no later than May 30. (This is to allow time for Human Resources to prepare the budget item for approval at the June Board of Trustees meeting.)
5. Upon receiving the supporting materials and determining the faculty member's eligibility for promotion, the Chief Academic Officer or designee will submit the recommendation to Human Resources who will confirm that the documentation and minimum years of teaching experience qualify the faculty member for the promotion.

6. Human Resources will notify applicant of promotion recommendation status by the end of the fiscal year (when the next year's contracts are distributed) and provide feedback if promotion is denied.
7. If a faculty member is unable to meet the requirements for rank within the year of initial application, he/she must re-apply.
8. Promotions in rank will become effective the following fiscal year. Any salary increase will be reflected in the pay at the start of the next contract term.
9. Faculty members may opt to consult with Faculty Affairs Committee to seek assistance in informally reviewing their Promotion Application by contacting the FAC Chair and requesting time during an upcoming FAC Committee meeting.

G. Faculty compensation

1. Human Resources will share recent salary data from CUPA and MACC with Faculty Affairs and Faculty Senate annually, or as it becomes available.
2. Faculty Affairs will review salary data annually and make any recommendations related to faculty salaries to Human Resources and the Vice-President of Academic Programs.
3. Faculty Affairs and Faculty Senate will share any questions or observations with Human Resources and the Vice-President of Academic Programs.
4. All institution-wide pay increases and individual salary adjustment recommendations are reviewed annually during the budget process.
5. Maximum Salary
 - a. Faculty members who reach the maximum salary of their range in a given rank will be eligible for any across-the-board increase that College employees receive via a lump sum, but their base salary and benefits hereinto associated with their base salary would not change (i.e. retirement, life insurance, short- and long-term disability). For example: Suppose a faculty member reaches a maximum salary of \$90,000. When employees receive 2.5% across-the-board increase, this faculty member would receive \$2,250 as either a lump sum or divided over a certain amount of pays; the base salary would still be \$90,000.
 - b. See Appendix B for the list of maximum salary by rank.

Appendix A – Minimum Salary by Rank and Years of Experience

<u>Assistant Professor I</u>		<u>Assistant Professor II</u>	
<u>Years of Experience</u>	<u>Minimum Salary</u>	<u>Years of Experience</u>	<u>Minimum Salary</u>
<u>0-5 years exp.</u>	<u>\$55,000.00</u>	<u>4-5 years exp.</u>	<u>\$57,500.00</u>
<u>6 – 10 years exp.</u>	<u>\$60,000.00</u>	<u>6 – 10 years exp.</u>	<u>\$62,500.00</u>
<u>11-15 years exp.</u>	<u>\$65,000.00</u>	<u>11-15 years exp.</u>	<u>\$67,500.00</u>
<u>16 – 20 years exp.</u>	<u>\$70,000.00</u>	<u>16 – 20 years exp.</u>	<u>\$72,500.00</u>
<u>21 or more years</u>	<u>\$75,000.00</u>	<u>21 or more years</u>	<u>\$77,500.00</u>

<u>Associate Professor I</u>		<u>Associate Professor II</u>	
<u>Years of Experience</u>	<u>Minimum Salary</u>	<u>Years of Experience</u>	<u>Minimum Salary</u>
<u>3-5 years exp.</u>	<u>\$60,000.00</u>	<u>5-7 years exp.</u>	<u>\$65,000.00</u>
<u>6 – 10 years exp.</u>	<u>\$65,000.00</u>	<u>8 – 10 years exp.</u>	<u>\$70,000.00</u>
<u>11-15 years exp.</u>	<u>\$70,000.00</u>	<u>11 - 15 years exp.</u>	<u>\$75,000.00</u>
<u>16- 20 years exp.</u>	<u>\$75,000.00</u>	<u>16- 20 years exp.</u>	<u>\$80,000.00</u>
<u>21 or more years</u>	<u>\$80,000.00</u>	<u>21 or more years</u>	<u>\$85,000.00</u>

<u>Professor I</u>		<u>Professor II</u>	
<u>Years of Experience</u>	<u>Minimum Salary</u>	<u>Years of Experience</u>	<u>Minimum Salary</u>
<u>7-10 years exp.</u>	<u>\$75,000.00</u>	<u>10-15 years exp.</u>	<u>\$85,000.00</u>
<u>11 – 15 years exp.</u>	<u>\$80,000.00</u>		
<u>16-20 years exp.</u>	<u>\$85,000.00</u>	<u>16-20 years exp.</u>	<u>\$90,000.00</u>
<u>21+ years exp.</u>	<u>\$90,000.00</u>	<u>21+ years exp.</u>	<u>\$95,000.00</u>

Appendix B - Maximum Salary by Rank

Rank	Maximum Salary
Assistant Professor I	\$77,500
Assistant Professor II	\$80,000
Associate Professor I	\$82,500
Associate Professor II	\$87,500
Professor I	\$92,500
Professor II	\$97,500

Appendix C – In-Lieu Credits Chart

Professional Development/Education Credits	Anticipated # hours to complete this project	# in-lieu credits	Specific Timeline for Accomplishing this Activity	Notes (explanation of how activity relates to Applicant’s work/what applicant expects to gain, personally and professionally.
Earning an industry certificate (standardized to CEU credit equivalents)				
Other Continuing Education				
Attending optional workshops offered by Cecil College				
Organizing and presenting workshops				
Participation in off-campus workshops, conferences, seminars				
Auditing graduate level courses (half credit)				
Professional work such as <i>publications, research, resource development, running an exhibition, lectures, and A-V presentations</i> (when such work has not been counted toward Significant Contributions)				
Collegial Classroom collaboration (might include acting as guest				

lecturer in cross-curricular classroom)				
Write-In Projects				
Total points				

Approval of Project and Projected Credit Allotment

CAO or designee: _____ Date: _____

Faculty member: _____ Date: _____

Completion of Project

Number of Credits Earned: _____

CAO or designee: _____ Date: _____

Faculty member: _____ Date: _____

Appendix D - Notification of Faculty Intent to Apply for Promotion Form

This notification is DUE to the CAO or designee and to Human Resources by **October 1st** of the fall preceding the formal application for promotion. Please outline all appropriate activities that have been completed in the three category areas of Education, Years of Service and Significant Contributions. Feedback on the plan can be expected from the CAO or designee by December 15th of the same calendar year. Please attach additional documentation as needed.

Faculty Name: _____

Date: _____

Current Rank: _____

Rank Applying for: _____

Education / In-Lieu Credits (Either completed or to be completed no later than May 30 th)			
Degree / Courses Completed (include all)	Credits	Institution	Date of Conferral
TOTAL			
Years of Service (as of May 30 th)			
Years at Cecil			
Years Prior to Cecil			
TOTAL			
Significant Contributions (completed as of May 30 th)			
Activity		Brief Description	Complete/To be Completed