

## Rank and Promotion

Rank - Faculty Rank at Western Kentucky University is determined on the basis of criteria adopted by the Board of Regents. The criteria are as follows:

### 1. General Principles

#### A.--Introductory-Statement:

Faculty rank and promotions are to be determined objectively and impartially is determined on the basis of merit. Promotion in rank is granted on the basis of demonstrated achievement and is not automatic with years of service. It is understood that the The criteria stated below will serve as a guide in the assignment of academic rank. Justifiable eExceptions to these principles criteria may be made in extreme situations(-) where there are unusual justifications.

#### B.--Factors Governing Employment and/or Promotions of Each Candidate:

- 1.--Acceptable character and personality.
- 2.--Loyalty to the policies of the University.
- 3.--Evidence of professional interest and growth.
- 4.--Evidence of effective teaching or service.

C.--To consider the evidence of faculty members for promotion in rank, periodic evaluations are made by the department head, the dean of the college, and the Vice President for Academic Affairs. Recommendations based upon these evaluations are forwarded to the President after review by the Council of Academic Deans. -The President has the responsibility of making recommendations to the Board of Regents for final approval.

## II. Specific Minimum Criteria for Individual Ranks

### A. Professor

1. Academic qualifications: Earned doctorate. The earned doctorate or the appropriate terminal degree in the professions.
2. Experience: A minimum of seven five years' college teaching service at the rank of Associate Professor.
3. ~~Demonstration of an unusual degree of skill in effective teaching, research, creative work, or faculty service.~~ Demonstrated achievement appropriate for this rank in teaching effectiveness, research/creative activity, University/community service.

### B. Associate Professor

1. Academic qualifications: ~~Doctorate or two or more years of advanced work above the master's level largely in one field of concentration. (Academic requirements above the master's level may be waived provided the individual has had a minimum of eight years' experience, five of which must be gained in this institution, and has made an outstanding contribution to this university).~~ The earned doctorate or the appropriate terminal degree in the professions.
2. Experience: A minimum of five years' service at the rank of Assistant Professor.
  - a. ~~If academic qualifications include a doctorate, three years' acceptable experience in the field in which he is employed.~~
  - b. ~~If academic qualifications are less than a doctorate, five years' acceptable experience in the field in which he is employed.~~
3. ~~Demonstrated ability to do scholarly or creative work or an established reputation in the teaching field.~~ achievement appropriate for this rank in teaching effectiveness, research/creative activity, University/community service.

## C. Assistant Professor

1. Academic qualifications: The earned (B)doctorate or one or more years of advanced work above the master's level largely in one field of concentration. (Academic requirements above the master's level may be waived provided the individual has had a minimum of five years successful teaching experience, or has made an outstanding contribution to this university.)
2. Experience: A minimum of three years' service at the rank of Instructor (may be waived for persons holding the doctorate).
  - a.--If academic qualifications include a doctorate, formal teaching experience may be waived.
  - b.--If academic qualifications are less than a doctorate, three years' acceptable experience in the field in which he is employed.
3. Demonstrated achievement appropriate for this rank in teaching effectiveness, research/creative activity, University/community service.

## D. Instructor

1. Academic qualifications: Master's degree or the equivalent(=) or demonstrated ability in the field in which the candidate is employed.
- 2.--Experience: Successful experience up to three years in a teaching or supervisory capacity is advisable.

## E.--Associate Instructor

Academic qualifications: Bachelor's degree and demonstrated ability in the field for which the candidate is employed.

## F.--Assistant Instructor

Academic qualifications: -Sufficient specialized training in the field to qualify for a special assignment.

III. Procedures for Promotion

Each department of the University shall establish a Rank and Promotion Committee made up of the department members who are senior in rank to the candidate being considered for promotion. This Committee shall not include the department head.

Faculty members desiring promotion to a higher academic rank shall apply in writing to the department head who will refer the application to the department Rank and Promotion Committee. The department Rank and Promotion Committee will review all relevant factors and provide an advisory opinion to the department head. The department head will review all relevant factors and forward a recommendation (along with the advisory opinion of the department Rank and Promotion Committee) to the college dean who will in turn make a recommendation to the Vice President for Academic Affairs. The Vice President for Academic Affairs will review the college dean's recommendation and make a recommendation to the President. If the faculty member is not recommended for promotion, he/she will be so advised by the administrative official making such a recommendation.

The President shall appoint a University Rank and Promotion Review Committee from among the full-time, senior professors of the faculty. The President may convene the University Rank and Promotion Committee upon written request of the affected faculty member through the department head. The Committee will then review the procedures followed in considering the promotion application of a faculty member who was not recommended for promotion in rank in order to insure that due process was accorded the faculty member. The University Rank and

Promotion Review Committee will provide an advisory opinion to the President on the appropriateness of the procedures followed in the faculty member's case. If the President determines that proper promotion procedures were not followed, he may refer the promotion application to the appropriate administrative level for reconsideration.

After all reviews the President will make a decision as to making a recommendation for promotion to the Board of Regents.