

RANK AND PROMOTION REQUIREMENTS

September 18, 1981

I. Rank and Promotion

Faculty Rank and promotion in rank at Western Kentucky University is determined on the basis of are based on criteria recommended by a faculty committee of the University and adopted by the Board of Regents. The criteria are as follows:

I. A. General Principles

A. -- Introductory Statement:

Faculty rank and promotions are to be determined objectively and impartially on the basis of merit.

1. Rank is granted on the basis of academic qualifications, years' experience, and demonstrated achievement. The criteria stated below will serve as a guide in the assignment of assigning academic rank. Justifiable Exceptions to these principles criteria may be made in extreme situations, where the candidate shows exceptional credentials based upon (a) academic qualifications; (b) experience; or (c) demonstrated achievement in teaching effectiveness, research/creative activity, and university/public service.
2. Each dean of an academic unit has the responsibility, in consultation with the faculty and other administrators within the unit, of developing specific criteria for determining what constitutes "demonstrated achievement" for each rank. These criteria must conform to minimum university standards listed below and must be distributed to each faculty member. Guidelines for all ranks must be recommended by the Vice President for Academic Affairs and the President and approved by the Board of Regents.

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 Criteria for Individual Ranks

A. Professor

1. Academic qualifications: The earned doctorate or the appropriate terminal degree in the profession.
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, and university/public service.

B. Associate Professor

1. Academic qualifications: ~~Doctorate or two or more years of advanced work about 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 profession.
2. Experience:
 - a. ~~If academic qualifications include a doctorate, three years' acceptable experience in the field in which is employed.~~
 - b. ~~If academic qualifications are less than a doctorate, five years' acceptable experience in the field in which he is employed.~~

A minimum of five years' service at the rank of assistant professor.
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, and university/public service.

OR

1. Academic qualifications: Master's degree plus advanced graduate study equivalent to all courses except dissertation (ABD) in appropriate discipline.
2. Experience: A minimum of ten years' service at the rank of assistant professor.
3. Demonstrated achievement appropriate for this rank in teaching effectiveness, research/creative activity, and university/public service.

C. Assistant Professor

1. Academic qualifications: ~~The earned 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).~~ The earned doctorate or the appropriate terminal degree in the profession, or the master's degree plus at least twenty-four semester hours' graduate work related to the faculty member's academic area.
2. Experience:
 - a. ~~If academic qualifications include a doctorate, formal teaching experience may be waived.~~
 - b. ~~If academic qualifications are less than a doctorate, three years' experience in the field in which he is employed.~~

A minimum of three years' service at the rank of instructor (may be waived for persons holding the doctorate).
3. Demonstrated achievement appropriate for this rank in teaching effectiveness, research/creative activity, and university/community service.

D. Instructor

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 Recommending Promotion

- A. To initiate consideration of candidates for promotion, the head of the department annually informs all faculty members that a promotion review is forthcoming and invites the candidate to supply relevant information by a specific date if the candidate believes he or she qualifies for consideration under the criteria stated above.

B. Each academic department establishes a Rank and Promotion Committee composed of all faculty members at the rank of professor who are tenured. The committee is chaired by the head of the department regardless of his or her rank or tenure status. For departments with fewer than six tenured professors, the following procedures will be followed:

1. A sufficient number of tenured associate professors is added to bring the committee to six.
2. If the number of tenured professors and associate professors is less than six, a sufficient number of tenured assistant professors is added to bring the committee to six.

The associate and assistant professors will be selected on the basis of those with the longest employment at Western Kentucky University.

3. If a department has fewer than six tenured faculty members, the dean of the academic college will appoint a committee of three to six people from the department to carry out the review.

A committee member who is a candidate for promotion is not permitted to be present during deliberations on his or her rank. When a department head is being considered for promotion, the dean of the college will chair the committee or appoint a temporary chair.

C. The department's Rank and Promotion Committee reviews all relevant factors and provides a report of its vote. The department head also reviews all relevant factors and forwards an individual recommendation, all evaluation materials, and a written report of the committee's vote to the college dean, who in turn forwards a recommendation and all evaluation materials to the Vice President for Academic Affairs. Upon receiving all written materials and a recommendation from the Vice President for Academic Affairs, the President reviews the recommendation and forwards to the Board of Regents his recommendations for promotion.

D. Whenever a recommendation to promote is disapproved at any level, this fact must be reported back to the preceding levels. The department head must inform the faculty member in writing that disapproval has occurred. Any related appeal through administrative channels or the University Grievance Committee must be initiated in writing by the faculty member to the department head within thirty days after receiving notification from the department head. The purpose of the Grievance Committee is to review the file to insure that established procedures were followed in considering the faculty member for promotion. The Grievance Committee does not attempt to judge the academic qualifications or achievements of the candidate.