

THIS DOCUMENT REPRESENTS A CONGRESSIONAL STYLE REVISION OF THE "UGP" DOCUMENT AS PRESENTED TO THE PRESIDENT BY VICE PRESIDENT [REDACTED] AND FORWARDED BY THE PRESIDENT TO THE FACULTY SENATE CHAIRMAN.

Rank and Promotion

I. Rank and Promotion

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

1. A. General Principles

Faculty rank is determined on the basis of merit. Promotion in rank is granted on the basis of academic qualifications, years experience, and demonstrated achievement. and is not automatic with years of service. The criteria stated below will serve as a guide in the assignment of academic rank. Exceptions to these criteria may be made in situations where ~~there are unusual justifications.~~ special considerations seem merited. The candidate shows exceptional credentials in terms of academic qualifications, experience, or demonstrated achievement in teaching effectiveness, research/creative activity, or university/community service.

II. Minimum Criteria for Individual Ranks

A. Professor

1. Academic qualifications: The earned doctorate or the appropriate terminal degree in the professions.
2. Experience: A minimum of five years' service at the rank of Associate Professor.
3. Demonstrated achievement appropriate for this rank * in teaching effectiveness, research/creative activity, university/community service.

B. Associate Professor

1. Academic qualifications: The earned doctorate ^{or master's plus at least 36 semester hours of graduate work related to the faculty member's academic area.} or the appropriate terminal degree in the profession., or completion of two

* What is "appropriate for this rank" is to be determined by the department. See the first paragraph under III, Procedures for Promotion.

years' academic work beyond the master's degree.

2. Experience: A minimum of five years' service at the rank of Assistant Professor.
3. Demonstrated achievement appropriate for this rank * in teaching effectiveness, research/creative activity, university/community 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, the appropriate terminal degree in the professions or the master's degree.
2. Experience: 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, 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.

* What is "appropriate for this rank" is to be determined by the department. See the first paragraph under III, Procedures for Promotion.

III. Procedures for Promotion

It shall be the responsibility of the departmental faculty ** to develop and maintain up-to-date, written criteria and guidelines to specify levels of achievement appropriate for each rank. These criteria and guidelines must be approved by a two-thirds majority of the departmental faculty.

It shall be the responsibility of each college to form a committee, consisting of one professor elected from each department, which will regularly review departmental criteria and guidelines for promotion in order to assure some reasonable degree of (1) equal opportunity and (2) equal quality of achievement for faculty members in all departments within the college. This committee will report its findings both to departments which seem to be out of line with the rest of the college and to the dean of the college.

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~~ a written 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~~ forward his recommendation and all evaluation materials to the Vice President for Academic Affairs. The Vice President for Academic Affairs will review ~~the college dean's recommendation~~ these

** "Persons in the full-time employ of the university who hold faculty rank and who satisfy at least three-fourths of their contractual obligation in teaching, research, public service, and/or other non-administrative assignments." (definition of "faculty")

materials 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. Written notification of this action and supporting statements shall be forwarded to the faculty member involved and all persons previously involved in the review process.

The President shall appoint a A University Rank and Promotion Review Committee shall be selected by draw from among the a list of full-time senior professors of the faculty, elected one from each department. The President ~~may~~ shall convene the University Rank and Promotion Review 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 in rank in order to insure that due process was accorded the faculty member,~~ collect all pertinent information, review all relevant factors, and seek to resolve the complaint. Within three weeks from the time the complaint is received by the President ~~The~~ the University Rank and Promotion Review Committee will provide an advisory opinion to the President on the appropriateness of the ~~procedures followed~~ decisions made. ~~in the faculty member's case.~~ The Committee shall also forward a copy of this report to the faculty member involved and all persons previously involved in the review process. 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.