



**POLICY TITLE**  
*Rank and Promotion*

**POLICY NUMBER**  
*1-7100*

<b>Responsible Office:</b> <i>Vice-Chancellor for Academic and Student Affairs</i>	<b>Effective Date:</b> <i>04/12/2021</i>
<b>Responsible Official:</b> <i>Vice Chancellor for Academic and Student Affairs</i>	<b>Last Reviewed Date:</b>
<b>Policy Classification:</b> <i>Academic and Student Affairs</i>	<b>Origination Date:</b> <i>04/12/2021</i>

**I. POLICY STATEMENT**

Baton Rouge Community College (BRCC) assigns rank to full-time faculty at the time of hire based on their educational levels of achievement and stature within the postsecondary teaching and learning profession. BRCC provides eligible full-time faculty the opportunity to apply for promotion in rank to acknowledge exceptional teaching, service to the College and community, and professional achievements and contributions.

**II. POLICY RATIONALE AND SCOPE**

BRCC, in accordance with the Louisiana Community and Technical College System (LCTCS) Board of Supervisors (Policy 1.044), has established this rank and promotion policy for full-time faculty. The College will promote only the highest achieving faculty each year. The academic rank percentiles out of the total number of Full-time faculty at the College will not exceed the following maximums:

<u>Academic Rank Maximum</u>	
Professor/Master Instructor	35%
Associate Professor/Senior Instructor	35%

The College may limit the number of promotions granted in an academic year. Promotions will be granted according to the Point System and *Criteria for Promotion* section of this policy.

Increases in salary associated with promotion in rank are at the discretion of the Chancellor and based on the availability of allocated funds within the College’s budget. When the budget allows increases in salary associated with promotion those faculty promoted will move to the minimum published salary level for that rank.

Faculty that meet the qualifications for increase in rank and are unable to be promoted due to the academic rank maximums in this policy or limitations in the college budget will be moved to the next academic year process and will not have to resubmit materials for application.

The Chancellor has the final authority for granting or denying promotion in rank. Faculty should be informed each year before the rank and promotion process begins as to the availability of funds in the budget for increases in salary.

### **III. POLICY AUDIENCE**

This policy applies to all full-time faculty, librarians, and department chairs. It does not apply to faculty who are employed on limited appointments or contracts, or adjunct faculty.

### **IV. POLICY COMPLIANCE**

Failure to follow this policy prevents the College from awarding changes in rank and promotion.

### **V. POLICY DEFINITIONS**

**Academic** – refers to credit courses designed for transfer, developmental, and college success courses as well as to faculty qualified to teach such courses and includes librarians and department chairs. Faculty teaching Academic courses are eligible to apply for promotion in rank via Track 1.

**Technical** – refers to credit courses not designed for transfer as well as to faculty qualified to teach courses not designed for transfer. Faculty teaching technical courses are eligible to apply for promotion in rank via Track 2.

**Full-Time Faculty** - faculty placed under a nine-month, ten-month, or twelve-month contract with a designation to teach Academic or Technical courses.

**Portability of rank** – refers to the residual value of rank at one institution when faculty move to, transfer to, or are hired by another institution. Institutions have the option of awarding rank based on previously earned rank from another college or university. Faculty reassigned to a similar position or an administrative faculty position within the same college shall retain their instructional rank.

**Promotion in rank** – refers to the upward progression of title designations (ranks) which recognize quality and depth of performance, achievement, and contribution to the College by the faculty members upon which the progressive titles are awarded. As an institution with faculty associated with Academic courses as well as Technical courses, the College recognizes two promotion in rank tracks - Track 1, Academic, and Track 2, Technical - with progression in rank titles associated with each track.

**Rank** – title conferred upon members of the Academic and Technical full-time faculty to recognize a level of achievement and stature within the postsecondary teaching profession. Track 1 ranks include the following titles: *instructor, assistant professor, associate professor, professor*; and, Track 2 ranks include the following titles: *instructor, advanced instructor, senior instructor, master instructor*.

## **VI. POLICY IMPLEMENTATION PROCEDURES**

### **INITIAL FACULTY RANK**

The minimum educational and professional qualifications for teaching at BRCC are published in the BRCC *Faculty Qualifications for Teaching Credit-earning Courses* table. These qualifications are guided by the Principles of Accreditation of the Southern Association of Colleges and Schools (SACSCOC). Upon hire, the division dean will evaluate the applicant's educational and professional preparation including previous rank held at other accredited institutions of higher education and make a recommendation for initial rank to the Vice Chancellor for Academic and Student Affairs (VCASA). Upon the VCASA's and Chancellor's agreement with the recommendations, the Chancellor will forward recommendations for initial faculty rank to the LCTCS President, the final authority for approving initial ranks.

Note the following limitations to designation of initial faculty rank:

- New faculty will not be hired at a rank above Assistant Professor or Advanced Instructor unless "portability of rank" applies. Individuals with educational attainment and/or distinguished service within the field (i.e. Grammy Award, upper level industrial experience, etc.) may be hired within the rank that most appropriately reflects these attainments. The proposed rank at hire will be submitted by the hiring manager and approved by the VCASA.
- New faculty with fewer than seven years of calculated professional teaching experience, including librarians and department chairs with fewer than seven years of calculated experience in said roles, will begin at the rank of *Instructor*.
- *Assistant Professor* rank is awarded to academic faculty with seven or more years of calculated professional teaching experience and librarians and department chairs with seven or more years of calculated experience in said roles.
- *Advanced Instructor* rank is awarded to academic technical faculty with seven or more years of calculated professional teaching/industry experience directly aligned with the competencies to be taught in the assigned course discipline(s).

### **PROMOTION IN RANK**

Faculty applying for promotion in rank must meet eligibility requirements and will be evaluated on performance and accomplishments. Promotions approved during one academic year will become effective beginning the fall semester of the following academic year.

#### **Eligibility Requirements for Promotion in Rank**

##### **A. Faculty Status**

Only full-time faculty members placed under nine-month, ten-month, or twelve-month contracts with a designation within the four specified ranks of Track 1 or Track 2 are

eligible for promotion in rank. Faculty employed on a temporary basis, on a part-time basis, or who are hired with titles outside of the designated ranks specified within this framework are not eligible for promotion until such time as their contractual status and their designations are changed to full-time status to become eligible for promotion in rank.

**B. Minimum Time In Rank**

To be eligible for promotion to the next higher rank, a faculty member must have completed a minimum of three academic years (six semesters, not including summer) of continuous service in a faculty appointment at his/her existing rank at BRCC. Faculty with a break in service within the College (e.g., appointment to an administrative staff position, time away from work allowed by the Family and Medical Leave Act (FMLA)) equal to three years or less are not subject to the continuous service requirement. Faculty hired under full-time contracts after the beginning of the full academic year must have been hired by October 1<sup>st</sup> in order to count that semester as part of their first year of eligibility. Eligibility for faculty members hired after October 1<sup>st</sup> of an academic year starts the following academic year.

**C. Annual Faculty Performance Evaluation**

To be eligible for promotion to Assistant Professor/Advanced Instructor and Associate Professor/Senior Instructor, a faculty member must have received annual evaluations that indicate an overall rating of “very good” or “excellent” or “exceeds expectations” or “outstanding” for the last three consecutive academic years of continuous service. Faculty with a break in service within the College must have had three academic years of annual faculty performance evaluations in a faculty appointment at his/her existing rank at BRCC.

To be eligible for promotion to Professor or Master Instructor, a faculty member must have received annual evaluations that indicate an overall rating of “excellent” or “outstanding” for the last three consecutive academic years of continuous service. Faculty with a break in service within the College must have had three academic years of annual faculty performance evaluations in a faculty appointment at his/her existing rank at BRCC.

**D. Professional Preparation for Promotion**

As an institution with faculty residing in both Academic and Technical programs, BRCC shall provide two tracks for promotion in rank: Track 1, Academic and Track 2, Technical.

**Minimum educational and professional requirements:**

For consideration of promotion in rank in both Track 1 and Track 2, applicants must meet the following minimum educational and professional requirements (as specified in the BRCC *Faculty Qualifications for Teaching Credit-earning Courses* table):

## Track 1: Academic

1. Instructor to Assistant Professor: Degree relevant to the course teaching requirements as specified by the Academic Dean and Vice Chancellor of Academic and Student Affairs.
2. Assistant Professor to Associate Professor: Minimum of Master's Degree or equivalent, relevant to the discipline, or other highly relevant qualifications that meet course teaching requirements.
  - a. Associate Professor to Professor: Doctorate or other relevant terminal degree in field or significant contribution to the profession or significant service to the college. This could include: Book published by recognized professional group or educational publishing company.
  - b. Article published at the national or regional level.
  - c. Creative or Critical work performed or accepted at juried competitions and invitational exhibits at the national, state, or regional level.
  - d. Awards received for teaching or for other work of significance in the area of your concentration.

## Track 2: Technical

1. Instructor to Advanced Instructor: Degree relevant to the course teaching requirements as specified by the Academic Dean or Division Head and the Vice Chancellor of Academic and Student Affairs.
2. Advanced Instructor to Senior Instructor: Minimum of earned Associate's Degree or credentials (i.e., professional certifications and licensure) and relevant work experience that meets course teaching requirements.
3. Senior Instructor to Master Instructor: Minimum of earned bachelor's degree or Associate's Degree or highest professional certifications/credentials in the field of teaching discipline and relevant work experience that meets course teaching requirements.

### Evidence of Achievement and Application:

In addition to meeting the eligibility requirements described above, the applicant seeking promotion in rank either in Track 1 or Track 2 must submit to the Vice Chancellor of Academic and Student Affairs the following:

- a. Completed Application for Promotion
- b. Signed Faculty Annual Evaluations for the last three consecutive academic years of continuous service and Scoring Rubrics.
- c. If seeking promotion in rank either in Track 1 or Track 2 to Professor or Master Instructor, the applicant's evidence of degree attainment (transcripts) will be obtained from BRCC Human Resources, and the applicant must submit evidence of professional certifications, or documentation demonstrating a significant contribution to the profession as defined in Track 1 above. These items can be submitted in a folder, binder, or electronically.

**RANK AND PROMOTION COMMITTEE**

The Faculty Senate Rank and Promotion Committee reviews each Application for Promotion and determines if the applicant meets the criteria for promotion. The committee is composed of one full time faculty member to represent each Division including the Division of Technical Education and the Library. To be eligible to serve, a faculty member must meet the following criteria:

- Be employed as a full-time faculty member for a minimum of 3 years.
- Hold the rank of Assistant Professor or Advanced Instructor or higher; and have been promoted at BRCC. If there are no technical faculty at the rank of Advanced Instructor or above, faculty at Instructor rank are eligible to serve.
- Not be an applicant for promotion during the academic year in which he/she serves on the Committee.

The members serve terms of (2) two years, but the initial committee will be divided into two classes randomly with one class to serve an initial term of (4) four years in order to stagger rotation of the membership and retain institutional memory. The Senate Elections Committee conducts the election and provides the results to the Senate President and the Vice Chancellor for Academic and Student Affairs.

**POINT SYSTEM AND CRITERIA FOR PROMOTION**

Applicants *meeting the criteria* for promotion will be ranked by points awarded to the application materials. Points will be awarded based on the overall faculty performance evaluation score, the components of the faculty performance evaluation, and (if applying for promotion to Professor or Master Instructor), the degree, certification, and/or significant contribution to the field.

For Faculty Applying for Promotion to Assistant Professor/Associate Professor or Advanced Instructor/Senior Instructor:

Rubric A1

Overall Evaluation (30 possible)	Pts. Per year		Professional Development (30 possible)	Pts. Per year
Excellent	10		Excellent	10
Very Good	7		Very Good	7
Classroom Evaluation (30 possible)			Service to the College (30 possible)	
Excellent	10		Excellent	10
Very Good	7		Very Good	7
Student Rating (30 possible)				
Excellent	10		<b>Total Possible</b>	<b>150</b>
Very Good	7			

For Department Chairs/Librarians Applying for Promotion to Assistant Professor/Associate Professor or Advanced Instructor/Senior Instructor

Rubric A2

Overall Evaluation (30 possible)	Pts. Per year	Adaptability (30 possible)	Pts. Per year
Outstanding	10	Outstanding	10
Exceeds Expectations	7	Exceeds Expectations	7
Communication (30 possible)		Adding Value/Team Building (30 possible)	
Outstanding	10	Outstanding	10
Exceeds Expectations	7	Exceeds Expectations	7
Work Habits (30 possible)			
Outstanding	10	<b>Total Possible</b>	<b>150</b>
Exceeds Expectations	7		

For Promotion to **Professor/Master Instructor** this additional scoring tool (Rubric B) will be used (an applicant for Rank and Promotion will only be scored one time in this category and the score will be added to the points earned in either Rubric A1 or A2):

Rubric B

Doctorate in teaching field/Professional Certifications	10 points
Doctorate in related field/Terminal degree in field	8 points
Book published by recognized professional group or educational publishing company	6 points
Article published at the national or regional level	4 points
Creative or critical works performed or accepted at juried competitions and invitational exhibits at the national or regional level	4 points
Professional awards received for teaching or for other work of significance in the area of your concentration.	4 points

Ranking of applicants for promotion will be completed by the Rank and Promotion Committee. Applicants recommended for promotion in rank will be listed by rank and by total points earned from supplied application materials. The list will be submitted to the Vice Chancellor for Academic and Student Affairs. After the final decisions on rank and promotions are made for the year, the Rank and Promotion Committee will be provided with a list of which of its recommendations were accepted and rejected for the year and said list will be forwarded to the Faculty Senate and recorded in its minutes.

## **APPEAL PROCESS**

Should a faculty member wish to appeal the decision of the college Rank and Promotion Committee they must submit a letter with rationale to the Vice Chancellor for Academic and Student Affairs within 10 business days. The Vice Chancellor for Academic and Student Affairs will then convene the Rank and Promotion Appeals Committee to be chosen from the full time faculty. The Rank and Promotion Appeals Committee will submit their recommendations to the Vice Chancellor for Academic and Student Affairs. The recommendations will be sent to the Chancellor.

## **VII. POLICY RELATED INFORMATION**

[LCTCS Policy 1.044](#), Rank and Promotion Eligibility Framework for Permanent Full-Time LCTCS Faculty Members

## **VIII. POLICY EXCEPTIONS**

Exceptions to this policy must be approved by the Vice Chancellor for Academic and Student Affairs and the Chancellor.

## **IX. HISTORY AND REVIEW CYCLE**

This is a new policy and will be reviewed and revised, as needed, within three years of the effective date and, at minimum, every three years thereafter.

## **X. POLICY URL**

Policy can be viewed on the BRCC website– [www.mybrcc.edu](http://www.mybrcc.edu).

## **XI. POLICY APPROVAL - SIGNATURE, NAME, TITLE, AND DATE OF OFFICIAL**



Willie E. Smith, Sr., Ed.D.  
Chancellor

04/12/2021

Date

*Effective Date of Policy*