Title:	Faculty Rank & Promotion Policy
Effective Date:	08/01/2024
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Office:	Academic Affairs

Faculty Rank and Promotion Policy

Purpose

The Chancellor will have the authority to approve or deny recommendations for faculty promotion-in-rank. Any exceptions to the institution's approved rank and promotion policy would require the approval of the Louisiana Community and Technical College System (LCTCS) Board of Supervisors. Rules of the LCTCS Board are adhered to in all promotion-in-rank. Promotions approved during one academic year will become effective at the beginning of the contract for the next academic year. All recommendations for promotion are the result of the evaluation and selection process and specific guidelines contained in this document.

The purpose of promotion-in-rank is to provide eligible faculty with academic rank as an acknowledgment for exceptional teaching, support for teaching, and service to the college and community.

Scope and Applicability

This policy and procedures document applies to all full-time faculty, lead instructors, librarians, department heads, academic staff, and academic officers. It does not apply to faculty who are employed on limited appointments or adjunct faculty. Deans referenced in this policy oversee respective divisions of the College that house for-credit programs.

Specific Guidelines

1. Academic and technical administrators may earn rank as members of an academic discipline as described in this document.

2. Prior to the beginning of the promotion process, the college may establish and announce a maximum on the number of promotions that will be granted during an academic year.

3. Faculty members will be classified as Academic or Technical. Academic faculty members require neither work experience in the discipline nor professional licensure for initial employment. Technical faculty members require work experience in the discipline, education, and/or professional licensure or certification for initial employment. All faculty members teaching a majority of courses that transfer to a four-year university must follow the Academic track. Faculty members in programs that do not transfer to a four-year university may choose to follow the academic track. Any faculty member hired before this policy goes into effect

Note: Replaces Human Resources Policy #003

may choose either the academic or technical track or maintain their current faculty rank from previous policy.

4. The Louisiana Community and Technical College System Board of Supervisors established the following guidelines on assignments of rank for each institution under the Board's jurisdiction. The Faculty Rank Committee is responsible for maintaining a fair representation of academic and technical faculty members at each rank.

Academic/Technical Rank	Typical Range, Maximum
Professor/Master Instructor	20-30%, not to exceed 35% 25-35%, not to exceed 35%
Associate Professor/Associate Master Instructor	No limit established
Assistant Professor/Assistant Master Instructor	

Eligibility Requirements

A. Minimum Time-in-Rank Eligibility

To be eligible for promotion to the next highest rank, a full-time faculty member must have completed a minimum of three years (six semesters, not including summer) of continuous service in faculty appointment in existing rank at Northshore Technical Community College. Applicants who hold an existing rank from another school will be hired at a rank to be determined by the Chancellor. An application for promotion may be submitted at the beginning of the fourth year of employment for their initial rank , in accordance with the established timeline for submitting applications. Subsequent applications for next step in rank can include the application year of the previous rank awarded.

B. Minimum Annual Evaluation Eligibility

To be eligible for promotion, a faculty member must have earned "Exceeds Expectations" or greater on at least one of his/her annual evaluations for the preceding three consecutive years and at least "Meets Expectations" on all others.

C. Professional Preparation for Promotion

Promotion is awarded for substantial achievement in the areas of classroom teaching, professional growth, and service to the college and community.

Minimum rank qualifications must be met in every recommendation regarding promotion in academic rank, or in requested exceptions as provided in the note below. Faculty must demonstrate minimum criteria to be eligible for promotion in rank. Promotion must be sequential in each rank after the initial appointment.

Note: Replaces Human Resources Policy #003

The minimum educational and professional qualifications for promotion at NTCC are as follows:

Academic Track

1. Instructor to Assistant Professor
   - Minimum of earned master's degree in discipline or master's degree with 18 graduate credit hours in discipline
   - Three (3) years of qualifying experience at the College
   - Designation F1 (LCTCS Policy #1.044)

2. Assistant Professor to Associate Professor
   - Minimum of earned master's degree in discipline or master's degree with 18 graduate credit hours in discipline
   - Six (6) years of qualifying experience at the College
   - LCTCS Designation F2 (LCTCS Policy #1.044)

3. Associate Professor to Professor
   - Minimum of a master's degree in discipline or master's degree with 18 graduate credit hours in discipline (terminal degree is preferred)
   - Nine (9) years of qualifying experience at the College
   - LCTCS Designation F3 (LCTCS Policy #1.044)

Technical Track

1. Instructor to Assistant Master Instructor
   - Minimum of earned associate's degree or its equivalent
   - Possess additional credentials and relevant work experience that are deemed acceptable by the Faculty Rank Committee
   - Three (3) years of qualifying experience at the College
   - LCTCS Designation F1 (LCTCS Policy #1.044)

2. Assistant Master Instructor to Associate Master Instructor
   - Minimum of earned associate's degree or its equivalent
   - Possess advanced credentials and significant relevant work experience that are deemed acceptable by the Faculty Rank Committee
   - Six (6) years of qualifying experience at the College
   - LCTCS Designation F2 (LCTCS Policy #1.044)

3. Associate Master Instructor to Master Instructor
   - Minimum of earned associate's degree or its equivalent
   - Possess exemplary credentials and significant relevant work experience that are deemed acceptable by the Faculty Rank Committee

Note: Replaces Human Resources Policy #003

- Nine (9) years of qualifying experience at the College
- LCTCS Designation F3 (LCTCS Policy #1.044)

Awarding of Initial Rank

All faculty members, academic and technical, will be hired at the rank of instructor unless the faculty member holds a higher rank at another institution and the Chancellor approves a higher rank. Faculty members with exemplary qualifications at the time of hiring may apply for promotion during their first year of employment or within one year of this policy being implemented. To be eligible for an initial advance in rank, one of the following conditions must apply:

- Be within one year of initial 2016 implementation of this policy
- Have previously held a higher rank at another college or university
- Hold an advanced degree beyond what is required by faculty member's job description
- Have an extraordinary amount of relevant work experience

All faculty members who choose to apply for an advanced rank must follow the same guidelines described in this document. In addition to the application, the faculty member must also submit a letter that identifies what initial advanced rank they are applying for and describes their eligibility.

Point System and Criteria for Promotion

1. **Point System**

   The purpose of the Faculty Rank Committee is to recommend promotion for the faculty members who exemplify high quality performance. To be eligible, applicants must earn a minimum number of points as awarded by the Faculty Rank Committee. Applicants are awarded points based upon documentation of their accomplishments.

   The points must be earned since the last date of application for the most recently attained promotion (or date of hiring) or within the last eight years of NTCC employment (with the current year being considered as the eighth year), whichever is more recent. The term "current year" used throughout this section refers to the academic year immediately prior to the academic year in which the application is submitted. Each academic year will consist of fall, spring, and summer semesters.

Instructor to Assistant Professor	Minimum of 50 points
Assistant Professor to Associate Professor	Minimum of 55 points
Associate Professor to Professor	Minimum of 60 points
Instructor to Assistant Master Instructor	Minimum of 50 points
Assistant Master Instructor to Associate Master Instructor	Minimum of 55 points
Associate Master Instructor to Master Instructor	Minimum of 60 points

Note: Replaces Human Resources Policy #003

2. Criteria for Evaluation of Achievements

Faculty members applying for promotion in rank will be evaluated on performance and accomplishments as described in this document. Documentation is required for all stated activities.

Five performance categories carry a range of points to be awarded. Parts are mutually exclusive of each other. Once an activity has been listed in one part, it may not be listed in any other part. Applicants may not receive more than the maximum number of points in any of the five categories.

The following is a description of the five categories in which candidates will be evaluated:

i. Supervisor's performance evaluation for the last three years (0-30 points) as determined by the Faculty Rank Committee.

The college-approved annual evaluation form and supporting documentation will be used. It is expected that this will include the supervisor's evaluation as well as student evaluations of teacher.

The applicant may receive a maximum of 30 points.

Outstanding	10 points per year 7
Exceeds Expectations Meets	points per year 5
Expectations	points per year

Ratings below "Meets Expectations" do not earn points.

ii. Continuing Academic and Professional Development (0 – 30 points)

This section requires an evaluation of the *continuing* academic and professional development of the applicant. Points may be earned in this section since the last date of application for the most recently attained promotion (or date of hiring). None of the points accumulated in this section may be used for more than one promotion. This section is not to be used as an evaluation of the existing academic credentials of the applicant. Each statement of attendance or work must be accompanied by documentation.

a. Study at the graduate or undergraduate level in one's discipline or related area as determined by the committee. Only coursework completed with a grade of "C" or better is acceptable. Each credit hour is valued at two points. All course work since the applicant's last promotion (or hiring) may be included. (Official transcripts must be included to verify date of course work.)

Note: Replaces Human Resources Policy #003

b. Other study such as workshops and seminars in the discipline area, or areas related to primary responsibility, completed since the applicant's last promotion or in the last eight years, whichever is more recent. Workshops or seminars are defined as half-day or whole-day (or longer) educational activities focused on providing new information on one particular subject. Each workshop or seminar will be valued at one-half point for each half-day (3-4 hours) of attendance.

c. Participation in faculty development activities at Northshore Technical Community College completed since the applicant's last promotion or within the last eight years, whichever is more recent. Each hour of attendance at an organized faculty development activity will be valued at ½ point. Faculty development activities do not include activities that are part of the faculty member's routine responsibilities. (For example: Mandatory training on how to log work hours in LOLA would not count but attending optional training on Promethean boards would.)

d. Obtain certification beyond the minimum requirement for the position. (2 points for each certification)

e. Obtain a degree from an accredited college or university. (2 points for a bachelor's degree, 3 points for a master's degree, and 4 points for a terminal degree.)

iii. Service to College – Other than Designated Primary Teaching Responsibilities (0- 30 points as evaluated by the Faculty Rank Committee)

Each activity in this category will carry variable points as indicated below and must be completed since the last date of application for the most recently attained promotion (or date of hiring) or within the last eight years (with the current year being considered as the eighth year), whichever is more recent.

a. College assignments. Service as an active member of a college-level committee (1 point), divisional committee (1/2 point), programmatic committee (1/4 point), or as an officer of an additional college committee (2 points). This service excludes routine responsibilities of faculty normally considered part of his/her job. Documentation of committee work must include official minutes, agenda, or sign-in sheet to verify attendance and active participation. (maximum 8 points)

b. Faculty Senate service (1 point as a member, 2 points as a senator, and 3 points as an officer). Must have attended at least 2/3 of all scheduled Senate meetings to qualify, as evidenced by the official minutes. (maximum 8 points)

c. Faculty advisor for a student club or organization. (2 points per year, 8 points maximum)

d. Writing a grant (1 point per grant). Implementation of grants, including mini-grants under $5000 for college programs (1 point per mini-grant, 3 points for a state or national grant).

(maximum 2 grants per year). Note: No points will be awarded for writing or implementing grants while on release time.

e. Research study, designed and completed for college use at any level, not done on release time. (2 points each)

f. Author a book or manual adopted by the college. (3 points each)

g. Presenter at workshops/seminars at the college. (1 point per hour of presentation, maximum of 5 points per year)

h. Develop or organize a workshop/seminar/program at the college. This activity may not count double with service to a committee for the same workshop/seminar. (2 points, 2 points maximum)

i. Service to a civic or philanthropic organization in which one officially represents NTCC. (1 point each organization; maximum3 points per year)

j. Service to the community as a representative of NTCC through presentations, critiques, judging, demonstrations, or exhibitions. (1 point each service)

k. Service to the college as a volunteer. (½ point per hour; maximum of 4 points per year)

l. Create a new course (2 points each) or convert an existing course to an alternate delivery method (web, hybrid, honors, etc.) used by the college. (1 point each)

m. Participate in documented student recruitment or retention activity on faculty member's own time. (1 point per activity, maximum 8 points)

n. Serve on a search committee for a new hire. (1 point per committee, 2 points if committee chair, maximum 8 points)

iv. Service to Profession Outside Northshore Technical Community College –

Professional activities within one's discipline or within the educational arena, not including community service activities. (0 -15 points as evaluated by the Faculty Rank Committee)

Points may be earned in this part for activities since the most recently attained promotion (or date of hiring) or within the last eight years (with the current year being considered as the eighth year), whichever is more recent.

a. Service as an officer at the local (1 point each service), state (2 points each service), multi-state regional (3 point each service), or national (4 points each service) level of a professional organization. (not per year)

b. Service on the editorial staff of a national (3 points each service), multi-state regional (2 points each service), or state (1 point each service) professional journal. (not per year)

c. Service on a committee of a national, multi-state regional, or state professional organization. (2 points for each service, not per year)

d. Attendance at state, multi-state regional, or national conferences of professional organizations. (1/2 point for each half day of attendance, 1 point for each full day of attendance, maximum of 4 points per year)

e. Active member in honor societies or professional organizations. (1 point for each organization, not per year)

f. Work in industry applying technical skills in business/industry in area related to primary responsibility and completed since the applicant's last promotion or within the last eight years, whichever is more recent. Fifty hours of work experience at a level equal to or higher than primary responsibility is valued at one point. Teaching at other institutions is specifically excluded. (maximum 8 points)

g. Service to the LCTCS system or state educational systems not limited to NTCC. (1-3 points as determined by the committee, maximum 3 points)

Work of Significance to Profession – Area Related to Primary Responsibility
Points which may be earned in this part are exempt from the eight-year limit but must have been earned since the date of hiring at NTCC. Points may be used toward only one application for promotion.

a. Book published by recognized professional group or educational publishing company, financed by an entity other than the individual or Northshore Technical Community College. (5 points each)

b. Professional articles published at the national, multi-state regional, or state level. (2 points each)Creative works performed or accepted at juried competitions and invitational exhibits at the state (1 point), multi-state regional (2 points), or national (3 points) level.

c. Presentation given at seminars, conventions, or conferences at the state (1 point each), multi-state regional (2 points each), or national (3 points each) level.

d. Research studies designed and completed for use outside the college. (2 points each)

e. Organize a state (1 point each), multi-state regional (2 points each), or national (3 points each) level competition, exhibit, or conference.

f. Professional awards received for teaching or for other work of significance in the area of your concentration. (2 points per award)

Composition of Committees

1. **Faculty Rank Committee**
Serving on the Faculty Rank Committee is a faculty responsibility for all eligible faculty members. Permission not to serve on the Committee may be granted by the appropriate Dean upon presentation of extraordinary circumstances that would warrant an exception to this policy. To be eligible to serve on the Committee, a faculty member must meet the following criteria:

   a. Have been employed full-time at Northshore Technical Community College for at least the last three years.
   b. At a minimum, hold the rank of Assistant Professor or Assistant Master Instructor.
   c. Not be an applicant for promotion during the academic year in which he/she serves the Committee.

   For the first year after the implementation of this policy, requirements 2 and 3 will be waived.

   The Faculty Rank Committee will be composed of the appropriate Dean and three ranking faculty members appointed by the Provost and Vice Chancellor for Academic & Student Affairs. The appropriate Dean will have ex-officio (non-voting) role, will be present during committee meetings, and will serve as a resource to the committee regarding the implementation, interpretation, and consistent application of the policy. If the Dean is a candidate for promotion, the Provost and Vice Chancellor for Academic & Student Affairs shall appoint a senior member of the faculty to serve in this position.

   All members of the Faculty Rank Committee will be required at attend an in-service workshop on the process for evaluation of promotion applications. The Dean will call the first meeting of the Faculty Rank Committee at which time the chair of the Faculty Rank Committee will be elected.

2. **Faculty Rank Appeals Committee**
The members of the Faculty Rank Appeals Committee will be appointed by the Provost and Vice Chancellor for Academic & Student Affairs and will be full-time faculty members who have not served on the Faculty Rank Committee during that academic year (if possible). The Committee should be composed of at least three faculty members who meet the following criteria:

   a. Have been employed full-time at Northshore Technical Community College for at least the last three years.
   b. At a minimum, hold the rank of Assistant Professor or Assistant Master Instructor.
   c. Not be an applicant for promotion during the academic year in which he/she serves the Committee.
   d. Not have served on the Faculty Rank Committee during the academic year of the appeal.

Note: Replaces Human Resources Policy #003

For the first year after the implementation of this policy, requirements 2 and 3 will be waived.

Promotion Procedure

1. **Verification of Applicant's Eligibility by the appropriate Dean**
   Faculty members who apply for promotion must complete and submit the Eligibility Verification Form to the appropriate Dean. Copies of transcripts with degrees conferred, annual evaluation scores for the past three years, and verification of the last date of application for the most recently attained promotion (or date of hiring), and documentation of satisfying the minimal committee requirements must be attached. Documentation may be obtained from personnel files located in Human Resources. The appropriate Dean is responsible for guaranteeing eligibility for promotion. The appropriate Dean will notify applicants regarding their eligibility to proceed with the promotion process.

2. **Eligible applicants are responsible for the following:**
   a. Completing the application.
   b. Submitting documentation.
   c. Submitting the application and all supporting documentation to the appropriate Dean.

   The Dean of Campus Administration is responsible for receiving the application portfolio and forwarding these documents to the appropriate Dean for review.

3. **Faculty Rank Committee**
   Applications with supporting documentation from all faculty members seeking promotion will be submitted to the appropriate Dean for review by the Faculty Rank Committee. Applications are confidential. The appropriate Dean will ensure that the application is complete and may not exclude any applicant from consideration who submits all required documents.

   The Faculty Rank Committee may recommend for removal from consideration an application not meeting the eligibility requirements.

   Final evaluation by the Faculty Rank Committee will take place only after each committee member has individually reviewed the supporting documentation of the applicant using the criteria and appropriate point allocation. A final score for each part will be obtained by consensus of the scores assigned by committee members.

   The total score obtained by using this system will serve to determine a faculty member's eligibility for promotion and priority ranking. The priority rank will be used to determine promotion-in-rank when there are more applicants than there are available positions. Each applicant will be assigned a discrete priority ranking. The Faculty Rank Committee must break any ties that exist in priority ranking. The appropriate Dean is responsible for compiling the Committee Minutes.

   The Faculty Rank Committee Chair will complete and all Faculty Rank Committee members will sign the Committee Minutes ranking each applicant within the academic rank (in descending order of points

Note: Replaces Human Resources Policy #003

awarded). The Committee Minutes will be sent forward, along with the application portfolios of those recommended for promotion, to the appropriate Dean.

The appropriate Dean will notify all applicants of the Committee's recommendation pending Chancellor approval.

4. **Faculty Rank Appeals Committee**
Within one month after notification, an applicant not recommended for promotion by the Faculty Rank Committee may send a written (includes email) appeal to the Faculty Rank Appeals Committee. The Faculty Rank Appeals Committee will then examine all information they deem relevant and decide whether additional points should be granted. The Faculty Rank Appeals Committee may 1) uphold the decision of the Faculty Rank Committee, or 2) overrule the decision of that Committee relevant to the points awarded. Based on its decision, the Faculty Rank Appeals Committee will, if necessary, recalculate the appellant's points. The appellant will be notified in writing (includes email) of the Faculty Rank Appeals Committee decision.

The Faculty Rank Committee will receive the ruling on any appeals from the Faculty Rank Appeals Committee before beginning its deliberation. The Faculty Rank Committee must break any priority ranking ties that exist due to the ruling of the Faculty Rank Appeals Committee. If necessary, the Faculty Rank Committee chair will complete and all FRC members will sign revised Committee Minutes indicating the priority ranking of each applicant within each academic rank (in descending order of points awarded).

The Faculty Rank Committee submits the ranked applications to the appropriate Dean. The appropriate Dean will forward the Faculty Rank Committee recommendations to the Provost and Vice Chancellor for Academic & Student Affairs, who makes recommendations to the Chancellor.

5. **Provost and Vice Chancellor for Academic & Student Affairs**
In this process, the primary role of the Provost and Vice Chancellor for Academic & Student Affairs is to ensure that guidelines for awarding points have been followed and that the Faculty Rank Committee has evaluated the application portfolios consistently. In situations where the Vice Chancellor concludes that the guidelines have not been followed or that inconsistencies exist, he/she will immediately return the promotion packets to the appropriate Dean and request the Committee conduct a new review of the applications affected by their decision. The appropriate Dean will coordinate the review of applications with the Faculty Rank Committee and report the results of the review to the Provost and Vice Chancellor of Academic & Student Affairs. The Provost and Vice Chancellor of Academic & Student Affairs submits the recommendations of the Committee to the Chancellor.

6. **Promotion Decisions**
Awarding of promotion-in-rank will be determined on the basis of points awarded by the Faculty Rank Committee and are subject to the number of rank positions and approval of the Chancellor.

Note: Replaces Human Resources Policy #003

The Chancellor makes the final decision regarding promotion. The Chancellor sends the list of faculty members receiving promotions-in-rank to the Office of Human Resources. The Chancellor will notify all applicants by letter (including email) of the final decision on rank.

Copies will be made of the Faculty Rank Committee's final Committee Minutes that have been signed by the Chancellor. Copies of these minutes will be maintained in both the appropriate Dean and Human Resources. These minutes will remain accessible for review by the applicant for a period of at least one year.

7. Salary Adjustment for Promotion in Rank

In recognition of their accomplishments, the base salary of each applicant awarded promotion in rank will be adjusted pending available budget. The Office of Human Resources communicates approved salary increases to the faculty rank and promotion candidates.

Review Process:

X	Reviewing Entity	Review Date	Effective Date
X	NTCC Chancellor	10/24/2025	7/20/2016
X	College Leadership Committee	10/24/2025	7/20/2016
X	Academic Affairs Committee	10/03/2025	7/20/2016

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Note: Replaces Human Resources Policy #003