

LCTCS GUIDELINES AND OPERATIONAL PROCEDURES
for
IMPLEMENTING THE RANK AND PROMOTION FRAMEWORK POLICY

AREAS	PROCEDURES
Instructional Organization	Instructional Rank recognizes progressive levels of achievement and stature within the teaching professions by discipline. Each college must submit a copy of their respective Instructional Organization chart and a flowchart of decision-making in the application for faculty members' instructional rank. An example of such organizational charts is available in Appendix A.
Faculty Portfolios	As a part of the process in the faculty member's application for consideration of Rank, each faculty must submit original (or True Copies) of their appropriate academic transcripts, certifications, licensures, and/ or relevant work experience. An example of such a portfolio is available in Appendix B.
Peer Review	Peer Review is integral to the entire process.
Equity Across Awards in Initial Rank	In an effort to better assure equity across awards in Rank among the LCTCS colleges, a minimum of one workshop (more will be made available upon request) per four geographic regions will be scheduled for the Chief Academic/ Instructional Officers, Deans, Faculty Senate Presidents, and other interested administrators/ faculty members. The purpose of the workshop will be limited to the review of the Rank and Promotion Policy Framework, review of the Guidelines and Procedures for implementing the policy, the examination of a number of examples of Rank in various teaching disciplines, and the answering of procedural questions. For the purpose of establishing initial recommendations for faculty rank, Regional Advisory Committees will be established to guide the process. This is intended to be a one-time process designed to incorporate experience into the awarding of rank equitability across the regions.
Awarding of Initial Rank	For the purposes of requesting initial Rank within those colleges for whom faculty Rank has not previously been established, the Chief Academic/ Instructional Officer of the College, in collaboration with the Dean of the discipline should work closely with the faculty member(s) to guide/ assist them in the selection of the initial Rank most appropriate to the faculty member(s)' educational attainment, professional certification/ licensure, and relevant work experience.
Appeals	The recommendation for Rank is normally made by the Chair of the Department to the Dean of the Division and from the Dean of the Division to the Chief Academic/ Instructional Officer of the College. The Chief Academic/Institutional Officer then makes the recommendations to the Chancellor. The final recommendations for Rank normally are made by the Chancellor of the College. Decisions may be appealed. Appeals are encouraged to be filed during the college's normal Faculty Appeals process.
Final Award in Initial Rank	The final award in Rank is normally determined by the Chancellor.
Additional Documentation Forms	Copies of additional documentation forms that college may elect to employ, but are not limited to employing, during the initial awarding of Rank process may be found in Appendix C.