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Policy: Promotion Policy  
Policy No: 4.19  
Approved: Board of Trustees: March 2006

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## **CRITERIA FOR APPLICATION FOR PROMOTION**

### Minimum criteria

- Two full academic years in current full-time position or, in the case of faculty, two full academic years in current full-time rank (see Promotion Guidelines chart at the end of this policy statement),
- Submission of transcripts confirming the completion of any degree required by the current job description, and
- Recommendation of immediate supervisor and department head.

### Application materials required

- Updated curriculum vitae
- Letter of application addressing the qualifications for promotion
- Evidence of effectiveness
  - *Faculty must submit evidence of effectiveness with students including course outlines and other course-related materials, student evaluations and peer observations.*
  - *Professional staff must submit evidence of effectiveness on the job including performance evaluations and peer observations.*
- Evidence of scholarship including copies of research completed or in progress, work toward advanced degrees, other scholarly activity appropriate to the discipline and other professional development not connected with the attainment of a degree.
- Evidence of general educational activity, as per the Bylaws, including work in College activities, contributions to educational programs and administrative work, contributions to the Division, student counseling, club sponsorship, general community participation and participation in professional societies.

All materials submitted must minimally cover contributions during the current academic year in addition to contributions made over the two previous years.

All recommendations made must be in writing, with a copy to the applicant.

The President may waive these requirements if, in his/her judgment, said waiver would serve the best interest of the College.

Adjunct Faculty

Application procedures for both internal and external adjunct faculty are the same as for full-time faculty. Evidence of professional development will be considered but will not be weighted as heavily as for full-time faculty.

Rank of Professor

To qualify for the rank of professor, the faculty member must have completed at least four years of service to Sullivan County Community College; two of those years must be at the Associate Professor rank.

**PROMOTION GUIDELINES FOR STAFF**

<b>Categories for Faculty (teaching and non teaching)</b>	<b>Categories for Staff Proposed</b>	<b>Years at Each Level</b>
Instructor	Entry Level	---
To: Assistant Professor	Level I	2 years at the College
To: Associate Professor	Level II	3 years at the College, 2 in rank
To: Professor	Level III	4 years at the College, 2 in rank
<b>The President may waive these requirements if, in his/her judgment, said waiver would serve the best interest of the College.</b>		

### Limitations on Promotions

Employees hired at the entry level are limited to a maximum of three promotions during their career with the College. Employees hired above the entry level, for example an employee hired at the rank of Assistant Professor rather than Instructor, will be eligible for only two promotions to reach the pinnacle rank of full Professor. An employee who changes position at the College takes his or her rank and promotion history to the new position. Such employee would be eligible for three promotions only if he or she never received promotion in the previous position held.

Employees in staff positions who also adjunct teach must apply for promotion in their faculty adjunct rank separate from their staff promotion.

Employees achieving full Professor or staff level III status are not eligible for further promotion.