

Promotions 101

So, do you think you're ready?

Completing Your A Form and Applying for Promotion

presented by

FA Executive
Vice President

Sean Tvelia

SCCC Campus
Executive Deans

Dr. Jim Keane
Dr. Irene Rios
Dr. Wes Lundberg



Introduction

If you are being considered for academic promotion, congratulations! I hope you've enjoyed your time at the college and have come to appreciate all that it has to offer. However, please keep in mind that promotions are not guaranteed and are based not only on time in rank but also on meritorious service to your department and the institution as a whole. Although the FA is not part of the final decision making process, we are here to advocate for you and assist you through the entire process.

The goal of this document and the promotion workshop is to clarify policies associated with the promotion process as well as to guide you in your preparations.

Faculty who will be going through promotion need to understand the entire process including:

- the role of the College Personnel Committee (CPC)
- educational criteria for each rank
- required years in each rank
- application: A Form for full-time faculty and AI Form for adjunct faculty
- observation/recommendation: B Form
- recommendation: C Form
- Peer Personnel Committee
- Promotion Committee
- President's decision

In addition to understanding the promotion process, faculty need to understand the expectations of the Promotion Committee as expectations for faculty seeking promotion differ from rank to rank. Logically, the bar is raised a little higher for each promotion and, in general, the committee looks for sustained leadership within your area or discipline.

I can't emphasize enough the importance of understanding the promotion process and understanding the Promotion Committee's expectations for faculty in their role at the college as it relates to teaching and other duties, service to the college community, and professional growth. For this reason it is crucial that you attend the promotion workshop regularly and speak with your mentor and CPC rep.

Most importantly, do not hesitate to contact me if you have any questions.

In solidarity,

Sean Tvelia
Executive Vice President & CPC Chair

Promotion Cycle for Full-time Faculty

- March**
 - Faculty are notified if they are eligible for promotion in September of the following year (e.g., you will be notified in March 2018 for promotion in September 2019)
- May 15**
 - Eligible faculty must submit the A Form cover sheet to their academic chair or other direct supervisor.
- June 15**
 - A Forms are due at the campus executive dean's office with copies to your immediate supervisor and the Faculty Association.
- September**
 - Review and verification of information included in your A Form by the appropriate academic administrator.
- October/
November
15**
 - Evaluation by administrator and FA Peer Personnel Committee (PPC) rep.
 - B Forms completed by administrator(s) and PPC rep. One copy should be sent to your College Personnel Committee representative and one copy should be sent to the FA office on the Ammerman campus (224J Southampton Bldg).
- November 15**
 - C1 Form to be completed by administrator and signed by faculty member.
 - C2 Form to be completed and signed by CPC rep and signed by faculty member. Copies should be sent to the FA office on the Ammerman campus (224J Southampton Bldg).
- Late
November**
 - Executive deans meet individually with their candidates to familiarize themselves with the candidate.
- Early
December**
 - CPC chair and campus/division CPC representatives meet with executive dean or college-wide supervisor to review promotions.
- January**
 - Promotion Committee meets to review promotions.
- January/
February**
 - Promotion recommendations made to college president.
- September**
 - Promotions are effective.

Promotion Cycle for Adjunct Faculty

- September/
February** • Faculty are notified if they are eligible for promotion the following September (e.g., you will be notified in September 2014 or February 2015 for promotion in September 2015)
- October/
March** • A Forms should be returned to the Office of Faculty and Professional Advancement on the Ammerman campus (100 Smithtown Science Building).
- November/
April** • B Form evaluation by administrator. Although it is recommended, a peer observation is not required for adjunct promotion.
- November/
April** • B Form submitted by administrator and D1 Form recommendations are made to dean of faculty.
- May/
December** • Dean of instruction reviews all applicants and makes recommendation to vice president for academic and student affairs.
- June/
February** • College president notifies faculty of his decision.
- September** • Promotions are effective.



The Role of the College Personnel Committee

The FA contract indicates the following:

Peer Personnel Committees at the Selden Campus, the Eastern Campus, and the Grant Campus and a College Personnel Committee shall be established by the Association to make recommendations of Unit III personnel to be considered by the Administration on matters involving hiring, promotions, dismissals and continuing appointments. All college personnel who are members of Unit III or Unit IV or members of the Administrative exempt category shall be evaluated for academic promotion by the appropriate academic peer personnel committee or, where no committee exists, by the College Personnel Committee.

In accordance with this provision in the contract, a College Personnel Committee has been established with the following guidelines and procedures:

The role of the College Personnel Committee (CPC) shall be:

- To act as a liaison between the individual faculty member, the Peer Personnel Committee (PPC), the appropriate administrator and the appropriate dean.
- To identify faculty members who are in need of assistance and make suitable recommendations.
- To attempt to insure that all personnel actions are fair and unbiased.
- To aid the faculty member, department, division, campus and college in attaining greater professional growth through an effective evaluation procedure,
- To recommend new policies and procedures concerning hiring, term appointments, promotions, dismissals and continuing appointments.
- To advise and assist faculty who are applying for promotion or who are under consideration for term or continuing appointment.
- To coordinate, collect, review and make recommendations on PPC operational guidelines and procedures and evaluation procedures.
- To implement procedures to insure that the integrity of the PPCs is maintained.
- To advise the president of the college on ways to avoid dismissal of faculty on continuing appointment due to financial exigency.

During the promotion process it is the role of your CPC rep to review a candidate's A Form and peer observations in order to complete the C2 Form. This form outlines, based on information contained within your A Form, how you meet the requirement for promotion to the rank you are applying to. For this reason it is incredibly important that you meet with your CPC rep prior to submitting your A Form to ensure that you meet the requirements for the rank you are applying to.

College Personnel Committee Members

Sean Tvelia
Chair

Ammerman

- English
- Social and Behavioral Sciences
- Music, Visual Arts, Theatre, Philosophy, Women's Studies
- Nursing, Health, Human Services, Physical Education
- Communications, Languages, Reading, Philosophy, Theater, TV/Radio/Film
- Counseling and Cooperative Education
- Accounting, Business, Business Law
- Biology, Physical Sciences
- Engineering, Computer Science, Technology
- Math
- Library

Steven Brodsky
Neil Buffet
vacant
Conni Green
Annamaria Monaco

Teresa Morales
Kevin McNamara
Matt Pappas
Mike Simon
Yuet Yen
Deb Provenzano

Central

- Central

Michele Fowler

Eastern

- Library, Humanities, Counseling
- Social Science, Business, Science, Math, Nursing, Culinary, Physical Education

Susan Fanning
George Monahan

Grant

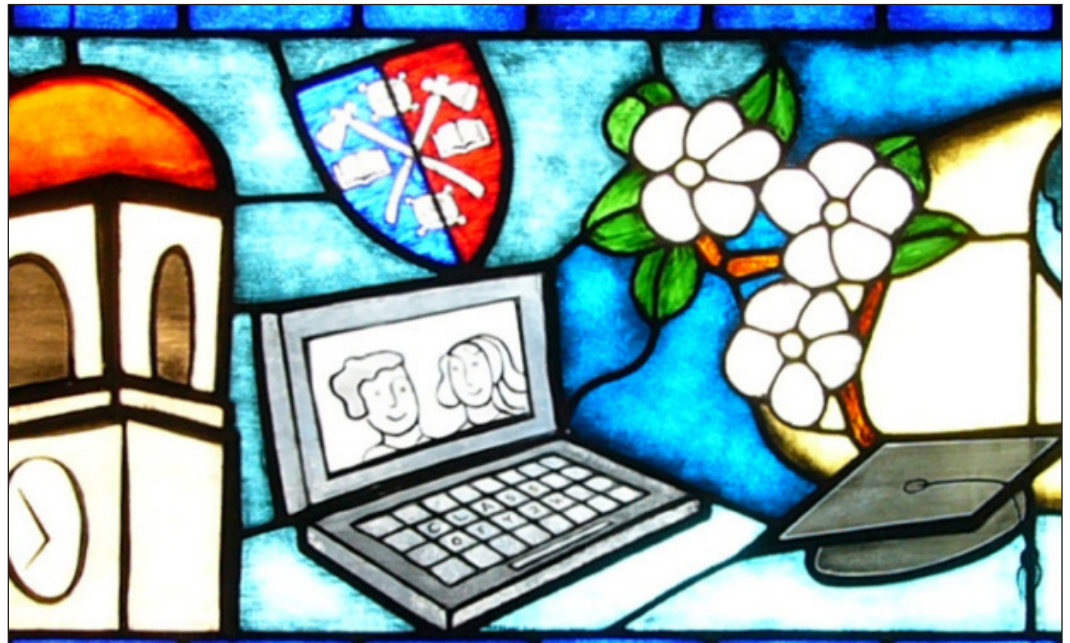
- Business, HVAC, CIS, Technology, ETU Coordinator
- Library, Counseling, Media
- Humanities
- Natural Sciences, Math
- Nursing, Health Science, Physical Education, Veterinary Science
- Social Sciences

Joe DeFilipo
Bruce Seger
Marc Fellenz
Richa Prakash
Ruth Kolk

Dan Wishnoff

Educational Requirements

Below are the general education requirements for each rank. Please note there are some variations to these requirements for some areas such as where additional coursework is unavailable (please see Appendix B of this document for those criteria). In addition, faculty may request a substitution of performance/experience for credits toward promotion. Please see Appendix A for a complete list of educational requirements.



The credit substitution form, i.e. the Request For Substitution of Performance/Experience/CEU's/Undergraduate Credit for Credits Toward Promotion, is available on the promotion page of the FA website at www.fascc.org.

for promotion to this rank...

you must have earned...

professional assistant 2
 assistant professor
 associate professor
 professor

bachelors + 15 credits
 masters
 masters + 18 credits
 masters + 36 credits

For faculty hired on or after 8/29/06, minimum education requirements for promotion to

for promotion to this rank...

you must have earned...

assistant professor
 associate professor
 professor

masters + 6 credit hours to all categories
 masters + 21 credits
 masters + 36 credits or two masters

Adjuncts without discipline specific masters' degree may petition for a waiver of MA specific degree to be eligible for promotion to adjunct assistant professor. The decision of the college is final and nonreviewable.

Time in Rank Requirements

Full-time

From Article VII. E. 1. of the collective bargaining agreement: progression from rank to rank is NOT automatic but is based upon meritorious performance of teaching and other duties, service to the college and community & professional growth: “the guideline for a full-time faculty member to be considered and recommended for promotion is service in his/her present rank for the following number of years”:

1. for promotion to assistant professor: three (3) years as instructor
2. for promotion to associate professor: four (4) years as assistant professor
3. for promotion to professor: five (5) years as associate professor
[with mid-term evaluations]
4. for promotion to professional assistant 1: four (4) years as professional assistant
5. for promotion to professional assistant 2: four (4) years as professional assistant 1
6. for promotion to specialist 2: four (4) years as specialist 1

Part-time

Article VII. E. 3. The guideline for an adjunct faculty member to be considered and recommended for promotion in academic rank is service at SCCC in his/her present rank for the following number of semesters with accumulation of the following number of teaching hours in the academic discipline in which he/she will be considered for promotion.

1. for promotion to adjunct assistant professor: ten (10) semesters and thirty-nine (39) teaching hours as adjunct instructor
2. for promotion to adjunct associate professor: fourteen (14) semesters or fifty-four (54) teaching hours as adjunct assistant professor
3. for promotion to adjunct professor: eighteen (18) semesters or sixty-nine (69) teaching hours as adjunct associate professor
4. for promotion to adjunct professional asst. 1: fourteen (14) semesters as adjunct professional assistant
5. for promotion to adjunct professional asst. 2: fourteen (14) semesters as adjunct professional assistant 1

Performance Criteria for Classroom Faculty

Candidates for promotion in academic rank are expected to demonstrate meritorious performance in each of the following categories: teaching (or performance of duties), college/community service, and professional growth. Candidate should differentiate between expected job duties and going above and beyond basic job expectations.

Evidence of meritorious performance in each category could include the following:

Teaching

- Mastery of diverse and innovative instructional methodologies
- Mastery of course content
- Ability to teach a broad range of courses in the discipline
- Positive administrative, peer, and student evaluations
- Student retention and successful completion in courses consistent with maintenance of college academic standards
- Regular and punctual attendance and effective discharge of duties (i.e. rosters, grades, office hours, responsiveness to students)
- Ability to prepare students for successful completion of upper-level courses in a sequence
- Ability to explain material with clarity and organization
- Availability to students (e.g. office hours, academic advising above and beyond the minimum required by the contract)

College/Community Service ♦ ***NOTE: Participation in FA events and committees counts as college service.***

- Active service on department, area, campus and college committees and employee organizations
- Involvement in student activities, clubs, and coaching
- Development of new courses and curricula and/or revision of existing courses and curricula
- Development of outcomes assessment methodologies in courses and curricula
- Involvement in department/discipline assessments: program reviews, SUNY and/or service assessments
- Preparation of grant proposals (getting the grant is a plus)
- Effective leadership in academic departments, activities, and/or coordination of programs/courses.
- Leadership in developing partnerships with business, high schools, colleges, and county organizations.
- Creation and presentation of special workshops and seminars for faculty and/or students.
- Active participation in special college events (e.g. graduation, professional development programs)
- Participation in orientation/mentoring programs for new faculty.
- Participation in student recruitment and retention efforts.
- Professionally related community activities in civic, cultural, educational and benevolent organizations
- Development and dissemination of new instructional material and techniques.

continued...

Performance Criteria for Classroom Faculty, cont...

Professional Growth

- Advanced learning through graduate courses, seminars, and workshops
- Training in instructional methodology and/or instructional technology
- Professional awards and honors
- Attendance and presentation at national, regional, and local conferences, seminars, and workshops
- Active membership, service, and leadership in professional organizations
- Evidence of scholarly work in ones' own discipline or interdisciplinary studies or in educational pedagogy
- Publications, including books, articles, manuals, reviews and literary works
- Public exhibits and performances
- Professional work and activities relevant to one's academic discipline



Developing and Submitting Your A Form

The A Form is your application for promotion, and submission of the form triggers the rest of the promotion process.

Each year the college and the FA develop a list of faculty who are eligible for promotion based on the length of time in their current rank. Eligible faculty are notified by mail by the college in March.

If you receive notification of your eligibility and feel that you meet the requirements for promotion, you must indicate your intention to apply by completing and submitting the cover page of the A Form to your immediate supervisor by May 15.

Although your CPC rep and I will be your advocate throughout the process, everything we do must be based on your A Form. Therefore, you must devote time and energy into developing your application and advocating for yourself. Do not assume that the promotion committee understands what you do or its relevance to your area or to the college.

As you are developing your application, be sure to fully describe what you do and how involved you are in both college and community service as well as what you have accomplished in advancing your professional growth. It is also important to demonstrate that work described in your application goes above and beyond that expected as part of your day-to-day professional obligations.

Do not assume that the reader of your application understands the work involved in a position you held or a program you were involved in. Take the time to explain the work you do or did starting with your most important achievements. When citing other examples of your work, use “chunky bullets” to organize your examples with the most recent work first. Chunky bullets not only state your role but also describe the function of your role and should highlight those qualities required for the rank you are applying to (see the Rank Specific Performance Criteria). For example:

ineffective:

- Current advisor, Grant Campus chapter of Alpha Alpha Alpha Honors Society

effective:

- Advisor/Co-Founder, Grant Campus chapter of Alpha Alpha Alpha Honors Society (2008-2013). Alpha Alpha Alpha is the national honor society in ecology for community and junior colleges. I co-founded Suffolk’s first chapter with Prof. Smith in the 2008-2009 academic year. Funding was secured by the SCC Association. As advisor I am responsible for recruiting members and verifying that they meet the admission requirements set by the chapter. Inductees organize and participate in public activities that foster awareness to our natural environment and the ecological issues facing Long Island.

If you are a non-classroom faculty member or you receive a stipend as part of an appointed position, make sure you clearly differentiate between what is expected in your role and what is above and beyond. In general the promotion committee does not consider work done under reassigned time as above and beyond your normal duties since that

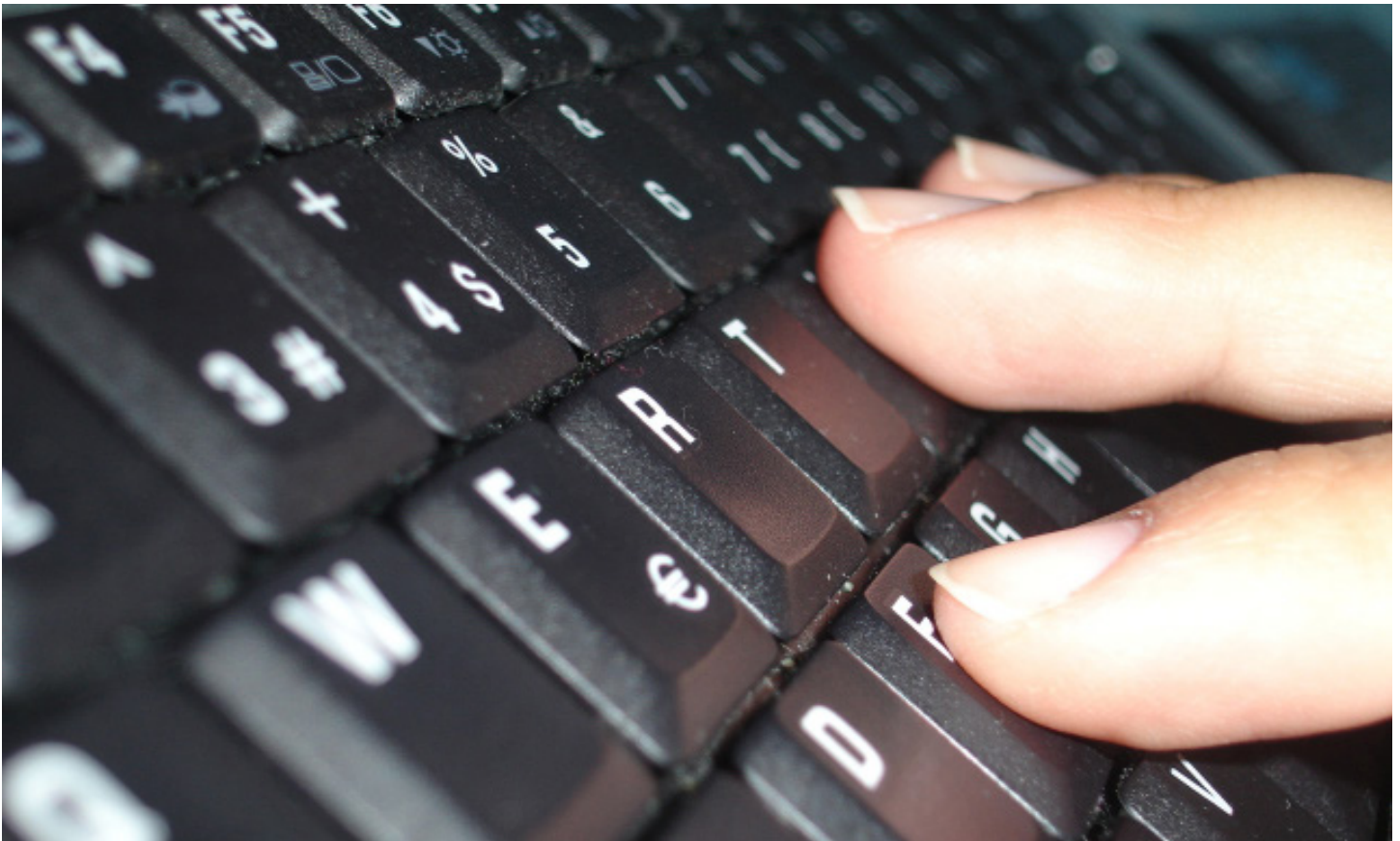
continued...

Developing and Submitting Your A Form, cont...

work **is** part of your normal duties. In order to include these assignments, you will need to clearly show how you have gone above and beyond what was expected in that role.

Finally, only include accomplishments since your last promotion or, if this is your first promotion, since the time you were hired. As the chair of the College Personnel Committee, I will gladly review your A Form before it is submitted and provide you with feedback on how to improve the application.

Once your A Form is complete, it should be submitted no later than June 15 to the executive dean's office and to the Faculty Association.



Rank Specific Performance Criteria

GENERAL—As faculty move through the promotion cycle, ascending from instructor to full professor, the expectations at each rank would increase, such that the degree of excellence to be manifested for promotion to full professor would be significantly greater than that required for promotion to assistant professor. There should be evidence of: 1) compliance with college policies and procedures; 2) increasing proficiency and versatility in one's teaching; 3) a larger network of college and community service; 4) a demonstrated willingness to assume more responsibility and a greater leadership role; 5) more active and distinguished professional achievement; and 6) exhibiting professional, ethical and attitudinal qualities that enhance the stature of the college.

ASSISTANT PROFESSOR

TEACHING—The candidate's performance at this level, while not necessarily outstanding, should be more than merely satisfactory with clear demonstration of the potential to be excellent/outstanding.

COLLEGE/COMMUNITY SERVICE—The expectation for this rank should be strong service at the department/area level, in terms of positive and proactive involvement in department/area committees and projects. Evidence of curriculum development (e.g. review and revision of existing programs/courses, creation of new programs/courses) and commitment to academic advising, student recruitment and retention would also be desirable.

PROFESSIONAL GROWTH—The expectation for this rank should be evidence of remaining current in one's field through relevant coursework (where needed) and attendance at local, national, or regional professional conferences. Membership in appropriate professional organizations would also be expected.

ASSOCIATE PROFESSOR

TEACHING—At this rank, the candidate should exhibit a mastery of more diverse instructional methodologies, an ability to teach a broader range of courses, and a greater adaptability to meeting diverse student needs. The candidate's classroom performance, in all the key categories, should have a substantive evaluation indicative of excellence.

COLLEGE/COMMUNITY SERVICE—The expectation for this rank should be a strong presence at the department level as well as solid service at the campus or college level. The candidate should at this point have a significant, positive impact on departmental matters and be in the process of becoming well known to faculty and administrators outside of his/her department or area through campus and/or college meetings, committees, and projects. He/she should also have begun to demonstrate some type of leadership role in his/her chosen paths of service.

PROFESSIONAL GROWTH—The expectation for this rank should be everything required at the assistant professor rank, but in greater quality and quantity. For example, instead of mere attendance at conferences and workshops, the faculty member should strive to be a presenter at these programs (e.g. the faculty member could show evidence of attempts/application to present at conferences or has presented at the college's Professional Development workshops or conducted TLC presentations). Instead of simply belonging to a

continued...

Rank Specific Performance Criteria, cont...

professional organization, one should move toward an active role in that organization.

PROFESSOR

TEACHING—A candidate for promotion to full professor should demonstrate significant mastery of teaching. The candidate should be capable of utilizing the full range of instructional methodologies, be able to teach the broadest possible range of courses in his/her discipline, and be capable of responding with skill and self-assurance to the full gamut of students' educational needs. The candidate's classroom performance, in all the key categories, should have an evaluative rating of "excellent." He/she should be someone to whom you would refer a new instructor for peer mentoring and someone whose class you would recommend to a relative or friend.

COLLEGE/COMMUNITY SERVICE—The expectation for this rank should be strong, proactive service at the college level, in addition to the department/area and campus levels. The candidate should have a strong and positive campus presence, and be in the process of becoming well known to faculty outside of his/her department/home campus. He/she should have demonstrated by this time a positive attitude and a leadership role in some form or area of service to the college, and his/ her overall evaluative rating for service should be unequivocally "excellent."

PROFESSIONAL GROWTH—The expectation for promotion at this rank should be everything required at the assistant and associate professor ranks, but in still greater quality and quantity. At this point, there should be evidence of some significant professional accomplishment as appropriate to the changes in the field (e.g. recent attainment of a doctorate or completion of advanced graduate coursework, publications relevant to teaching or to one's academic discipline, public performances/ exhibits, presentation of papers and/or workshops at national or regional conferences, attainment of a leadership role in a professional organization, development of new instructional methods in one's discipline).

NOTE: The question sometimes arises as to whether a candidate for promotion should be "excellent" or "outstanding" in all three categories of teaching, college service and professional growth. The answer is yes, especially with respect to the full professor rank.

Observations, B Forms, and C Forms

Full-time faculty who apply for promotion will be observed during the fall semester; adjuncts will be observed in the semester in which they apply. These observations will follow the same protocol as all other observations; however, full-time faculty are **required to have a peer evaluation**. Although it is recommended for adjunct faculty, a peer observation is not required for the adjunct promotion process.

Peer observations should occur simultaneously with the administrative observation. Peers should be full-time faculty from the same discipline as the faculty member up for promotion and must complete the B Form and send the signed documents to the executive dean and to the candidate's CPC rep. B Forms are available online at www.fascc.org/professional_matters/promotion.

Once your CPC rep receives copies of your A Form and your peer observation, they will develop the C2 Form recommendation. The C2 Form should be submitted to the executive dean's office by November 15 and should highlight and explain how the individual candidates met the performance criteria for the rank they have applied to.

Once the CPC rep submits the C2 Form, appointments will be made for the CPC rep to meet with the chair of the College Personnel Committee and the executive dean to discuss each candidate's application and the recommendation of the CPC rep.

The Promotion Committee and the President's Decision

The promotion committee consists of the three executive deans, the vice president for academic affairs, the vice president for student affairs, the vice president for human resources, and the vice president for institutional advancement.

This committee meets during intersession to discuss all full-time promotion applications and typically meets on three different occasions to discuss the applications for the three different ranks (PA & assistant professor, associate professor, and professor).

Recommendations of the committee regarding the individual applications are then sent to the president for approval. The decision of the president is final and is not grievable under the FA contract.



Appendix A

Educational Requirements for Promotion

In the Fall of 1993 the College's VP for Management & Planning, VP for Student Affairs and the Chair of the FA's College Personnel Committee met to codify and put all the promotion "understandings" in one document. During the discussions the FA's Executive Council was apprised of the outcomes. On December 3, 1993 the College's Board of Trustees approved the Educational Requirements for Promotion. Below you will find these requirements, subsequent changes to date and the educational requirements as they apply to various disciplines.

1. An earned Doctorate (i.e., including M.D., D.D.S., J.D., D.V.M., D.O.) from a regionally accredited institution of higher education shall satisfy the requirement for a Master's Degree plus any number of credits.
2. To satisfy the requirement for a Bachelor's, Master's, or Doctoral Degree, said degree must be awarded by a regionally accredited institution of higher education, and it must be in the field of the candidate's primary professional responsibilities.
3. To satisfy the requirement for credits beyond a Bachelor's or Master's Degree, all credits must be in the field of the candidate's primary professional responsibilities, or in areas which are clearly related to the candidate's primary responsibilities (e.g., cognate subjects). **CANDIDATES ARE REQUIRED TO GET PRIOR APPROVAL FROM THEIR EXECUTIVE DEAN BEFORE UNDERTAKING SUCH GRADUATE COURSEWORK.**
4. In special circumstances, up to 25% of the additional credits indicated beyond the Master's Degree may be undergraduate hours in the candidate's field or in an area relevant to the candidate's position at the College.¹ Note that such undergraduate hours must be attained after earning the Master's Degree. In addition, a letter of intent outlining such a program of study must be filed and approved by the appropriate Vice President in consultation with the Chairperson of the College Peer Personnel Committee.
5. Individuals who hold a license, as provided by Article VII of the Education Law (as adopted 1978) which has a prerequisite of a Bachelor's or higher degree, shall be deemed to have satisfied the requirement for 15 credits. (Examples: P.E., Professional Engineering; C.P.A., Certified Public Accountant; C.S.W., Certified Social Worker, Certification in Advance Practice Nursing, Certified Nurse Educator, etc.). Individuals who are National Certified Counselors through the National Board for Certified Counselors (NBCC) shall be deemed to satisfy the requirement for six credits. Individuals who are certified in a specialty area through the NBCC (i.e., in addition to National Certified Counselor status) shall be deemed to have satisfied the requirement for three additional credits. Note that under no circumstances can an individual receive more than 15 credits through any combination of licenses and/or NBCC certification.
6. Individuals whose MFA is substantially equivalent to the NASAD policy statement requirements may apply for a review of his/her MFA course work/performance requirements for the MFA to the VPASA in consult with the FA to determine the educational requirements that have been satisfied for promotion. The decision of VPASA is final & non-reviewable.
7. For adjuncts only hired before 9/1/00, an MA/LS with at least twenty-four (24) credit hours of coursework in

the appropriate discipline shall satisfy the requirements for a Master's degree for promotion, allowing the adjunct with these credentials to have the minimum educational requirements to be eligible for promotion to assistant professor. Adjuncts without discipline specific Masters' degree may petition for a waiver of MA specific degree to be eligible for promotion to Adjunct Assistant Professor. Decision of College is final and nonreviewable.

8. Where "experience" can be substituted for course credits, one year of postmasters, external experience shall be counted as the equivalent of one credit, subject to the restrictions stated in (a) - (d) below as determined by the appropriate Vice President after consultation with the Chairperson of the College Peer Personnel Committee. Such experience must be fully documented by the employer in writing, including dates of employment, description of job responsibilities, and number of hours worked per week. Note that work experience used at the time of hiring to bring an individual in a higher step cannot be used as a substitution for course credits. In addition, once an individual is a full-time employee of the College, he or she may not accumulate more than one-half year of work experience towards promotion in any given contract year.

(a) In the Business-related areas, the experience must be at the managerial level, or involve significant decision making authority and personnel supervision, or involve the actual performance of professional duties (e.g., in the case of Attorneys or Certified Public Accountants).

(b) In the Engineering-related areas, the experience must involve research and development, or engineering design, or industrial production responsibilities, which are directly related to the subjects being taught at the College.

(c) In the Health-related areas, the experience must involve actual professional practice in the area being taught at the College.

(d) In the Counseling area, the experience must be at a professional level in an area or position which enhances, and is directly related to, an individual's primary work responsibilities at the College.

9. Where "performance" is substituted for course credits (e.g., publication, exhibit, concert, etc.):

(a) The faculty member shall submit formal application with Form A for such substitution.

(b) Every item or event shall be evaluated independently by the appropriate College Administrator and the Peer Personnel Committee, with a recommendation as to credit equivalence.

(c) Final determination credit equivalence will be made by the appropriate Vice President after consultation with the Chairperson of the College Peer Personnel Committee.

10. Where appropriate, up to 25% of the additional credits indicated beyond the Masters Degree may be continuing education credits (CEU's). The formula used in such cases will be 30 clock hours of CEU's for each graduate credit. Requests to substitute CEU's for course credit must be fully documented by the candidate (i.e., description, proof of attendance, number of hours, etc.)

11. In highly extraordinary cases, major publications or exemplary contributions to the fields of research judged to be the equivalent of formal graduate study, may be substituted for part of the coursework (as distinct from degree requirements) indicated. Such substitution shall be permitted only on rare occasions and only when approved by both the appropriate Vice President and the Chairperson of the College Peer Personnel Committee.

12. In all cases where a candidate is requesting to substitute either undergraduate hours, work experience, performance, and/or continuing education credits for graduate credit, the request should first be sent to the appropriate Dean and Provost for campus review. Following this campus review, the

request will be forwarded to the appropriate Vice President who, after consulting with the chairperson of the College Peer Personnel Committee, will make a final determination in the matter. Note that, where appropriate, candidates are encouraged to request prior approval for the above-mentioned activities.

¹ Note that a candidate may not substitute more than 50% of the additional credits indicated beyond the Master's Degree through any combination of undergraduate hours, work experience, performance, and continuing education credits.

Appendix B

Summary of Educational Requirements Faculty Hired prior to 8/29/2006

Area	Promotion to Assistant Professor	Promotion to Associate Professor	Promotion to Full Professor
General Requirements: Applies to all faculty unless an exception is cited below	Masters	Masters + 18	Masters + 36
English, Art, and Music: Faculty may substitute for general requirements as follows.	Masters or Bachelors +24 and performance	Masters +18 or Masters+ 9 and performance	Masters + 36 or Masters + 21 and performance
Business related areas: Faculty may substitute for general requirements as follows.	Masters	Masters +18 or Masters+ 12 and experience	Masters + 36 or Masters + 24 and experience
Engineering related areas: Faculty may substitute for general requirements as follows.	Masters or Bachelors +24 and experience	Masters +18 or Masters+ 12 and experience or Bachelors +36 and experience	Masters + 36 or Masters + 24 and experience
Health-related areas: Faculty may substitute for general requirements as follows.	Masters or Bachelors +24 and experience	Masters +18 or Masters+ 12 and experience or Bachelors +36 and experience	Masters + 36 or Masters + 24 and experience
Counseling: Faculty may substitute for general requirements as follows.	Masters	Masters + 18 or Masters +12 and experience	Masters + 36 or Masters + 24 and experience
Culinary: Faculty may substitute for general requirements as follows.			

Appendix C

Summary of Educational Requirements Faculty Hired on or after 8/29/2006

Area	Promotion to Assistant Professor	Promotion to Associate Professor	Promotion to Full Professor
General Requirements: Applies to all faculty unless an exception is cited below	Masters +6	Masters + 21	Masters + 36 or 2 Masters
English, Art, and Music: Faculty may substitute for general requirements as follows.	Masters or Bachelors +30 and performance	Masters +21 or Masters+ 12 and performance	Masters + 36 or Masters + 21 and performance or 2 Masters
Business related areas: Faculty may substitute for general requirements as follows.	Masters +6	Masters +21 or Masters+ 15 and experience	Masters + 36 or Masters + 24 and experience or 2 Masters
Engineering related areas: Faculty may substitute for general requirements as follows.	Masters +6 or Bachelors +30 and experience	Masters +21 or Masters+ 15 and experience or Bachelors +36 and experience	Masters + 36 or Masters + 24 and experience or 2 Masters
Health-related areas: Faculty may substitute for general requirements as follows.	Masters or Bachelors +30 and experience	Masters +21 or Masters+ 15 and experience or Bachelors +36 and experience	Masters + 36 or Masters + 24 and experience or 2 Masters
Counseling: Faculty may substitute for general requirements as follows.	Masters +6	Masters + 21 or Masters +15 and experience	Masters + 36 or Masters + 24 and experience or 2 Masters
Culinary: Faculty may substitute for general requirements as follows.			