

WEST VIRGINIA NORTHERN COMMUNITY COLLEGE  
CRITERIA AND PROCEDURES FOR HIRING AND PROMOTION IN RANK FOR FULL-TIME FACULTY  
ADMINISTRATIVE PROCEDURE  
Effective \_\_\_\_\_ 2024 \_\_\_\_\_

HIRING & PROMOTION  
PROCEDURE

APRIL 2024

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In accordance with the West Virginia Council for Community and Technical College Education, Title 35 – Series 9, the following criteria and procedures for promotion in rank will be utilized for all full-time faculty: “Consistent with W.Va. Code 18B-1-6, 18B-1B-B64 and 18B-7-4, Title 135, Procedural Rule, WV Council for Community & Technical College Education Series 9, effective January, 2009, there shall be demonstrated evidence that the promotion is based on a wide range of criteria including: excellence in teaching, significant contribution and service to the college community, quality experience, academic achievement, professional and scholarly activities and recognition, adherence to professional standards of conduct, potential for continued growth and service to the people of the State of West Virginia. At WVNCC it may also include things such as: accessibility to students, experience in higher education and at the institution, and professional development appropriate to the rank sought.

## **I. Initial Appointment**

1. The following academic rank titles are authorized for all full-time college faculty, including Instructional Specialists: Instructor, Assistant Professor, Associate Professor, and Professor.
2. Initial faculty appointments may be at the rank of Instructor, especially for those faculty hired with a bachelor’s degree or less; however, if an individual possesses a graduate or advanced degree (Master’s for (career/technical programs; Ed.D, PhD, MD, or JD) for College parallel programs, OR more credentials than are required to be eligible for the position for which he or she applied, he or she shall be offered an initial appointment at the rank of Assistant Professor. (Refer to credentialing requirements for faculty on the Academic Affairs web page for information on minimum requirements for specific programs and departments.)
3. Following Higher Learning Commission (HLC) guidelines, College parallel programs generally require a minimum of a master’s degree. However, according to recent revisions in credentialing requirements for faculty by HLC, the master’s degree can be waived in the hiring process if experience, training, and/or professional certification of the individual are approved as acceptable substitutions. Such a waiver will be requested of the Vice President for Learning (VPL) upon the recommendation of a candidate. The VPL will review the individual’s credentials and provide a waiver if appropriate. If a decision is made to hire an individual who does not meet minimum requirements of the position, the initial appointment letter shall include additional education, certification, or training requirements that must be completed by the faculty member, within a specified time frame, to continue their employment. This determination is made by the VPL and the appropriate Division Chair. If the individual did not meet the minimum requirements of the position at the time of the initial hire, educational or training requirements for continued employment may not be used for promotion. This should be clearly explained and specified in the initial appointment offer that is made to the faculty member.

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## **II. Advancement in Rank**

1. Advancement in rank is not an automatic procedure. The faculty promotion process for a higher rank provides an opportunity to assess and recognize dedication, growth, performance, and commitment to WVNCC in 3 areas (Teaching, Service, and Professional Development) through exemplary or meritorious performance, continued additional certification, licensure, and/or educational attainment, service to the institution and the community, and required years of relevant work experience. Applicants must meet all criteria for advancement in rank and submit all required documentation by the dates specified in this document.
2. To be eligible for promotion in rank, applicants must meet minimum Professional Development Requirements for the next rank either through “Standard Academic Criteria” or “Alternate Training & Experience” or a combination of the two (see Table 1 in the Appendix).

Minimum Professional Development (PD) and/or Continuing Education (CE) requirements for promotion to the next rank must be completed by January 1 of the academic year in which application for promotion is made.

- a. If using Standard Criteria, official transcripts documenting successful completion of the required number of additional credit hours of coursework, or degree(s) from an accredited college or university must be on file with the Human Resources Office no later than the 4th Friday in January of the academic year in which application is made in order for the promotion to be awarded for the next academic year (August). The candidate must complete Part I of the Verification form listing credit hours and/or degree(s) earned (p. 21). Anticipated completion of college courses or degrees, letters from instructors, posted grades, or any other documents are not acceptable.
  - b. If “Alternate Training and Experience” are being used, Part I of the Verification form must be filled out and submitted to the Chief Human Resource Officer (CHRO) no later than the **4<sup>th</sup> Friday in January** of the academic year in which application is made in order for the promotion to be awarded for the next academic year (August). The candidate must complete Part 1 of the Verification Form (p. 21) listing **all** completed PD and/or CE hours, **total # of hours**, and attach all certificates or other documents that verify the number of hours for the Division Chair and the Promotion Committee reviewers.
3. Applicants must also have completed all required WVNCC years of service and years of service in rank requirements on or before the **3<sup>RD</sup> Friday in May** of the current academic year. If all other criteria for promotion have been met, and the faculty member does not complete the full year of employment required for promotion in rank by that date, the promotion award will be granted the following academic year as soon as years of employment requirement is met.
4. Applicants who received an initial appointment to the rank of **Assistant Professor** may waive the years of service required as a full-time Instructor at WVNCC for promotion to Assistant

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Professor, but are still required to complete the minimum years of service to the College as specified in Table 1 to be eligible to apply for promotion to Associate Professor.

### **III. Criteria for Placement and Promotion in Rank**

#### **Instructor**

For career/technical programs, initial hire represents a minimum credential of: Associate degree or appropriate, extensive trade experience (defined as at least 3 years of full-time professional work or trade experience in the field), with or without certification, (OR 2 years of relevant full-time work experience with licensure or certification in the field) determined to be adequate to provide quality instruction in the discipline by the College, or the Associate or Bachelor's degree and appropriate experience or certification determined to be adequate to provide quality instruction in the discipline; College parallel programs generally require a minimum of a Master's degree and/or a minimum # of graduate hours required in the discipline per current HLC guidelines.

#### **Assistant Professor**

1. Holds present rank as Instructor.
2. Has served as a full-time Instructor for the minimum number of years in rank and has completed the required years of total college service as a full-time faculty member by the 4<sup>th</sup> Friday in May of the current year, as specified in Table 1, depending upon whether they are applying under standard or alternate criteria (unless the initial appointment was to Assistant Professor).
3. Demonstrates continued professional growth & development (PD) through verification of completing the minimum educational or training requirements and years of full-time relevant work experience as specified in Table 1 for Career/Technical programs or College Parallel programs under either the "Standard" or "Alternate" criteria. If the individual already possesses an advanced degree (Ed.D, Ph.D., MD, or JD), or exceeds the PD criteria for promotion to Assistant Professor as specified in Table 1, this requirement will be waived.
4. Demonstrates proficiency and excellence in teaching through achieving above average to excellent scores on the majority of student evaluations during the years of service in their current rank. The Office of Planning, Institutional Effectiveness, and Research will provide the candidate with a summary of student course evaluations, minus demographic data, for the previous 2 years by the **2<sup>nd</sup> Friday in February** of the current year.

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5. Demonstrates excellence in teaching & service through:
  - a. Achieving a merit score of at least 14 or above average to excellent scores on the majority of annual faculty evaluations since the last promotion (or since initial appointment if this is the first promotion) from their supervisor, using current faculty evaluation instruments. The candidate will request electronic copies of the “summary/signature pages” or the pages with merit scores from his/her annual evaluations since the last promotion (or the time of initial hire if this is the first promotion) from the Human Resources office for inclusion in their Promotion Portfolio (The Division Chair will verify this on the “verification form” (p.21)
  - b. Achieving a majority of good to excellent scores on peer evaluations from as many members as possible from at least 2 different committees that the candidate has served on during the previous and/or current year. (The Chair of these committees will distribute peer evaluations to committee members, who will return them to the appropriate Division Chair, and the Division Chair will tabulate and provide an anonymous summary of the peer evaluations in the promotion portfolio on or before the 2<sup>nd</sup> Friday in February of the current year.)
  
6. Demonstrates a commitment to increasing levels of responsibility in the institution through submitting a Self-Reflection paper, 700 words or less, which summarizes his/her accomplishments, achievements, and growth since the initial appointment or the last promotion in the following areas (\*Note: These should change and show increasing levels of responsibility and service appropriate to the rank sought (see examples for Assistant Professor below): Also see Appendix G, (p. 34) for a rubric for evaluating the self-reflection paper
  - a. Teaching – **Summarize any activities** related to teaching and learning, such as expanding or utilizing new teaching methodologies or strategies, participating effectively in course and general education assessment activities, developing a new course, rewriting an existing course or using OER’s, using instructional technology effectively, and/or developing an on-line course alone or in conjunction with other faculty members.
  - b. Service – **Summarize activities which demonstrate** contributions to the Division, College, or community through sharing, promoting, and implementing ideas related to effective instruction, participating in activities which enhance program(s) or further the mission of the College, including contributions to program or college accreditation, committee service, and/or participating in activities or organizations in the community, the state or region
  - c. Professional Development – **Summarize any activities which demonstrate** a commitment to professional development through completing additional coursework, degrees, workshops, seminars, CE, and/or training sessions relevant to subject matter, teaching effectiveness, obtaining or maintaining professional licensure/certification, and participating in professional activities (state or national boards, advisory committees, or professional organizations) in the discipline or the field.

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**Associate Professor**

1. Holds present rank as Assistant Professor.
2. Has served as a full-time Assistant Professor for the minimum number of years in rank and has completed the required years of total college service as a full-time faculty member by the **4<sup>th</sup> Friday in May** of the current year, as specified in Table 1, depending upon whether they are applying under standard or alternate criteria.
3. Demonstrates continued professional growth & development (PD) through verification of completing the minimum educational or training requirements and years of full-time relevant work experience as specified in Table 1 for Career/Technical programs or College Parallel programs under either the “Standard” or “Alternate” criteria. If the individual already possesses an advanced degree (Ed.D, Ph.D, MD, or JD), or exceeds the PD criteria for promotion to Associate Professor as specified in Table 1, this requirement will be waived.
4. Demonstrates proficiency and excellence in teaching through achieving above average to excellent scores on the majority of student evaluations during the years of service in their current rank. The Office of Planning, Institutional Effectiveness, and Research will provide the candidate with a summary of student course evaluations, minus demographic data, for the previous 2 years by the **2<sup>nd</sup> Friday in February of the current year**.
5. Demonstrates excellence in teaching & service through:
  - a. Achieving a merit score of at least 14 or above average to excellent scores on the majority of annual faculty evaluations since the last promotion (or since initial appointment if this is the first promotion) from their supervisor, using current faculty evaluation instruments. The candidate will request electronic copies of the “summary/signature pages” or the pages with merit scores from his/her annual evaluations since the last promotion (or the time of initial hire if this is the first promotion) from the Human Resources office for inclusion in their Promotion Portfolio (The Division Chair will verify this on the “verification form” (p.21)
  - b. Achieving a majority of good to excellent scores on peer evaluations from as many members as possible from at least 2 different committees that the candidate has served on during the previous and/or current year. (The Chair of these committees will distribute peer evaluations to committee members, who will return them to the appropriate Division Chair, and the Division Chair will tabulate and provide an anonymous summary of the peer evaluations in the promotion portfolio on or before the **2<sup>nd</sup> Friday in February** of the current year.)
6. Demonstrates a commitment to increasing levels of responsibility in the institution through submitting a **Self-Reflection paper, 700 words or less**, which summarizes his/her

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accomplishments, achievements, and growth since the last promotion in the following areas:  
(\*Note: These should change and show increasing levels of responsibility and service appropriate to the rank sought (see examples for Associate Professor below). Also see Appendix G for a rubric for evaluating the self-reflection paper:

- a. Teaching – ***Summarize any activities*** related to teaching and learning, such as developing and utilizing new methods, media, and resources to enhance student learning and retention, expanding or utilizing new teaching methodologies or strategies, participating effectively and assist with coordinating course, general education, and program assessment activities, developing a master course, serving as a QM reviewer, using instructional technology effectively, and/or developing an on-line course alone or in conjunction with other faculty members.
- b. Service – ***Summarize activities which demonstrate*** contributions to the Division, College, or community through assuming leadership roles on committees, in college governance, curriculum development and revision, co-curricular activities (e.g., club advisor), retention, assessment, or instructional technologies, and/or participating in activities or organizations in the community, the state or region which enhance program(s) or further the mission of the College.
- c. Professional Development – ***Summarize any activities which demonstrate*** a commitment to professional development through completing additional coursework, degrees, workshops, seminars, CE, and/or training sessions relevant to subject matter, teaching effectiveness, incorporating current ideas and trends into their discipline, attending workshops, seminars, and training sessions relevant to subject matter, teaching effectiveness, and/or obtaining and maintaining professional licensure, program accreditation, and participating in professional activities (state or national boards, advisory committees, or professional organizations) in the discipline or the field.

### **Professor**

1. Holds present rank as Associate Professor.
2. Has served as a full-time Associate Professor for a minimum of the required number of years and has completed the required years of total college service as a full-time faculty member by the **4<sup>th</sup> Friday in May** of the current year as specified in Table 1, depending upon whether they are applying under standard or alternate criteria.
3. Demonstrates continued professional growth & development (PD) through verification of completing the minimum educational or training requirements and years of full-time relevant work experience as specified in Table 1 for Career/Technical programs or College Parallel programs under either the “Standard” or “Alternate” criteria. If the individual already possesses an advanced degree (Ed.D, Ph.D, MD, or JD), or exceeds the PD criteria for promotion to Professor as specified in Table 1, this requirement will be waived.



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4. Demonstrates proficiency and excellence in teaching through achieving above average to excellent scores on the majority of student evaluations during the years of service in their current rank. The Office of Planning, Institutional Effectiveness, and Research will provide the candidate with a summary of student course evaluations, minus demographic data, for the previous 2 years by the **2<sup>nd</sup> Friday in February** of the current year.
5. Demonstrates excellence in teaching & service through:
  - a. Achieving a merit score of at least 14 or above average to excellent scores on the annual faculty evaluations since the last promotion (or since initial appointment if this is the first promotion) from their supervisor, using current faculty evaluation instruments. The candidate will request electronic copies of the “summary/signature pages” or the pages with merit scores from his/her annual evaluations since the last promotion (or the time of initial hire if this is the first promotion) from the Human Resources office for inclusion in their Promotion Portfolio (The Division Chair will verify this on the “verification form” (p.21)
  - b. Achieving a majority of good to excellent scores on peer evaluations from as many members as possible from at least 2 different committees that the candidate has served on during the previous and/or current year. (The Chair of these committees will distribute peer evaluations to committee members, who will return them to the appropriate Division Chair, and the Division Chair will tabulate and provide an anonymous summary of the peer evaluations in the promotion portfolio on or before the **2<sup>nd</sup> Friday in February** of the current year.)
6. Demonstrates a commitment to increasing levels of responsibility in the institution through submitting a ***Self-Reflection paper, 700 words or less***, which summarizes his/her accomplishments, achievements, and growth since the last promotion in the following areas: (\*Note: These should change and show increasing levels of responsibility and service appropriate to the rank sought (see examples for Professor below) Also see Appendix G for a rubric for evaluating the self-reflection paper:
  - c. Teaching – ***Summarize any activities*** related to teaching and learning, such as developing and utilizing new methods, media, and resources to enhance student learning and retention, serving as a role model or mentor to other faculty, providing guidance or training to other instructors regarding excellent teaching, assisting with observation of full-time or adjunct faculty members, providing leadership in assessment, curriculum planning, and course or program revisions, developing a master course, serving as a QM reviewer
  - d. Service – ***Summarize activities which demonstrate*** contributions to the Division and/or the College through assuming and maintaining leadership roles in college governance, co-curricular activities (e.g., club advisor), or instructional technologies in the areas of assessment, curriculum, advising, and student services, and/or participating or assuming leadership roles in activities or organizations in the community, the state or region which enhance program(s) or further the mission of the College.

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- e. Professional Development – Summarize any activities which demonstrate a commitment to professional development through completing additional coursework, degrees, workshops, seminars, CE, and/or training sessions relevant to subject matter, teaching effectiveness, incorporating current ideas and trends into their discipline , attending workshops, seminars, and training sessions relevant to subject matter, teaching effectiveness, and/or obtaining and maintaining professional licensure, program accreditation, and participating in professional activities (state or national boards, advisory committees, or professional organizations) in the discipline or the field.

## IV. Promotion Procedure

**Introduction:** Promotion of faculty is based upon the recommendation of the Division Chair, the VPL, and the Faculty Promotion committee. Promotion in rank will not be granted routinely nor automatically because of length of service. With the exception of the Division Chair’s initial determination of eligibility, it is based on the criteria for promotion to that rank under either the “Standard” or “Alternate” track, and the Chief Human Resource Officer’s (CHRO) and the Division Chair’s verification of completion of minimum educational or training requirements and years of service, and the candidate’s 1) self-reflection paper, 2) verification of faculty evaluation scores, 3) student course evaluation scores, and 4) peer evaluations.

The promotion process is confidential. Promotion Committee members, Division Chairs and the VPL must maintain strict codes of confidentiality regarding applicants’ promotion materials, discussions, recommendations, and any and all information related to the promotion process. Anyone violating codes of confidentiality regarding the promotion process may be subject to disciplinary action under the College’s current rules and procedures for disciplinary action.

Recommendations of the Division Chair and the Promotion Committee during the promotion process are not final. The VPL makes all final promotion recommendations to the President. It is the applicant’s responsibility to submit all application materials on or before the deadlines listed below:

1. The Faculty Assembly shall nominate a promotion committee at the beginning of each academic year, making every effort to ensure that each academic Division and each campus are represented in the composition of the committee. The committee shall include faculty ranks in the following distribution: three (3) Professors, 2 Associate Professors, 2 Assistant Professors, and two (2) instructors (including Instructional Specialists at this rank). Out of the nine members, at least five members (including at least 2 Professors) will serve on the Promotion Committee the following spring based on the following: Once candidates eligible for promotion have been identified, faculty who were nominated to this committee who have served as peer reviewers to the candidate for promotion or are otherwise directly connected to the candidate will excuse themselves from the Committee or will excuse themselves from reviewing a particular candidate’s portfolio to avoid a potential conflict of interests. Division

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chairs are also excluded from reviewing portfolios for faculty in their Division. The CHRO will serve as a non-voting member. The Committee reports to the VPL.

2. Applicants must submit an "Intent to Apply for Promotion" letter or email to the VPL with a copy to his/her Division Chair on or before the ***last Friday in September*** of the application year.
  
3. The Division Chairs shall meet individually with each applicant on or before the ***last Friday in October***. The purpose of the meeting is to review the promotion criteria and determine eligibility to proceed in the process. The division chair will facilitate obtaining/assigning a mentor for the candidate from a pool of faculty members who have volunteered to be promotion mentors and have successfully been through the promotion process to assist and guide the applicant through the promotion process. Applicants are encouraged to begin assembling their Promotion Portfolios as soon as possible to ensure that all documents are included, and all submission deadlines are met.
  
4. The VPL will meet with the entire Promotion Committee on or before the ***first Friday in December*** to determine if any conflicts exist between any Promotion Committee members and the applicants, select at least five members (refer to IV, #1 above) to review promotion portfolios in the Spring, and select a Faculty Promotion Committee Chair.
  
5. Applicants must complete Part I of the Verification form for Years of Service and Completion of Coursework or alternate Professional Development activities and submit it and any supporting documentation to the Chief Human Resource Officer (CHRO) on or before the ***fourth Friday in January*** of the current academic year.
  
6. The CHRO will complete, sign, and date Part II of the Request for Verification of Years of Service and Completion of Coursework Form, retain a copy in the personnel file, and return a signed copy to each applicant on or before the ***2nd Friday in February*** to include in the promotion portfolio.
  
7. Division chairs must meet with the applicant on or before the ***2<sup>nd</sup> Friday in February*** for the annual FERC meeting (the deadline for the meeting for faculty who are not applying for promotion is the ***2<sup>nd</sup> Friday in March***) to allow time for the applicant to respond and submit their promotion portfolio on time.
  
8. Each applicant must submit a copy of a complete Promotion Portfolio to the Human Resources office via the promotion process software or electronically on or before the ***fourth Friday in February***. Promotion Portfolios are confidential, and review of the Promotion Portfolios is limited to Division Chairs, the Promotion Committee members selected to review the portfolios, the CHRO, and the VPL.

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The Promotion Portfolio must include the following documents:

- a. Section I: Summary/signature pages and/or Pages with merit scores from annual Faculty evaluations since the last promotion (or since the time of initial hire)
- b. Section II: Summaries of student course evaluations from annual Faculty evaluations since the last promotion (or since the time of initial hire)
- c. Section III: Summaries of peer evaluations from the current year and/or the previous year since the last promotion (or since the time of initial hire)
- d. Section IV: A “self-reflection” paper, which summarizes the candidate’s accomplishments, achievements, and growth since the last promotion (or since the time of initial hire if this is the first promotion) and shows levels of responsibility and service appropriate to the rank sought.
- e. Section V: The complete Verification form (p. 21-25), with signatures on Part I and Part II, which verifies years of service and provides evidence of the required hours of professional development. Division Chair will review the entire portfolio and complete and sign Part III of the verification form and make a final recommendation of the candidate (see #9 below)

9. On or before the 2nd Friday in March, The Division Chair shall review Promotion Portfolios for each applicant in their Division, including all of the required elements mentioned above, Parts I and II of the Verification of Years of Service and Completion of Coursework form to confirm that the HR office has verified that the candidate applicant meets the minimum requirements for years of service and years of service in rank. For candidates using the standard track, the number of credit hours or degrees earned will also be confirmed by the HR office. For candidates using the alternate track, the Division Chair will review all professional development activities and total the hours, and years of relevant work experience provided by the candidate on Part I of the verification form, and will complete, sign, and date Part III of the Verification form and the Division Chair and Promotion Committee review form (checklist) and check off whether the candidate is eligible for promotion consideration. (Note: If the candidate’s portfolio is missing any of the required materials, the division chair will notify them of what additional documentation needs to be added to the portfolio, which must be submitted within 7 days, or the candidate will not be eligible for promotion. The Division Chair will notify the candidates, and the VPL of each candidate’s status **by the 4th Friday in March.**

- a. If the applicant does not meet the minimum, the applicant is not eligible for promotion in rank and the promotion process ends for that applicant. The Division Chair will meet with the candidate within 7 working days, returning the promotion portfolio with a copy of the Verification form with Parts I, II, and III completed and with signatures, including written comments, outlining for the candidate what criteria must be met in order for them to apply in the following year. Within seven working days, the Division Chair will notify the VPL that a certain candidate is not eligible and attach a copy of the verification form with the reasons for denying the promotion.

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- b. If the applicant does meet the criteria, the applicant is an eligible candidate for promotion in rank and the promotion process continues.
9. The VPL will forward the list of eligible applicants to the CHRO, the Promotion Committee Chair, and all members of the Promotion Committee on or before the **1st<sup>th</sup> Friday in April** and assigns each reviewer access to the portfolio in the promotion software or in the HR office.
10. Upon receipt of the list of eligible candidates for promotion, within 10 working days, each Promotion Committee member will individually review each eligible candidate's Promotion Portfolio electronically.
11. Procedure and to do list for faculty reviewers:
  - a. Review all assigned portfolios, verifying that the Division Chair and the Chief Human Resource Officer (CHRO) have completed and signed the sections of the verification forms required for them.
  - b. Verify that in the portfolio the candidate provided:
    1. **A self-reflection paper** which summarizes the candidate's accomplishments, contribution, and growth which supports the types of behaviors and activities appropriate to the rank sought regarding Teaching, College Service, and Professional Development since the last promotion (or since the time of initial appointment) (See Appendix G for rubric for evaluating the paper)
    2. **Evidence of the required total # of hours of Professional Development and/or coursework** for standard or alternate criteria via the Verification form signed by the CHRO and the Division Chair as described in the Promotion Chart
    3. **Verification from the Division Chair of above average/meritorious scores on the majority of their** annual Faculty Evaluations since the last promotion (or since the time of initial appointment)
    4. **A summary of student course evaluations** since the last promotion (or since the time of initial appointment), in which the majority reflect above average to excellent scores for that time period
    5. **Summaries of Peer evaluations** from at least 2 different committees that the candidate has served on since the last promotion (or since the initial appointment) on which the majority reflect above average ratings from peers for that time period.

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- c. Complete the Division Chair and Promotion Committee Review Form for each candidate (in each portfolio) using the checklist provided, making a recommendation for or against promotion, any comments about the recommendation, sign, and date the form, and return it to the portfolio.
      - d. Sign and date the Division Chair and Promotion Committee Portfolio Review Log for that candidate electronically and return it to the electronic record.
12. The Chair of the Promotion Committee shall convene at least one meeting of the Promotion Committee members on or before the **3rd Friday in April** (all of whom must be present in person, via telephone, or via electronic media) for the purpose of:
  - a. discussing the Promotion Portfolios/Promotion Committee Member Review Forms for each applicant; and
  - b. making a collective recommendation for or against promotion. The Promotion Committee's recommendation to the VPL is determined by a majority vote.
13. The Chair of the Promotion Committee will then complete Part IV of the Verification form and notify the VPL and the CHRO on or before the **4th Friday in April** that the promotion committee has completed their review and their recommendations regarding promotion of candidates.
14. The VPL may request to meet with the Promotion Committee Chair or the entire committee to discuss the recommendations on or before the **1st Friday in May** if he or she deems it necessary.
15. The VPL will do a final review of the Division Chair and Promotion Committee members' review forms and recommendations, and the Verification form in the promotion portfolios and make all final promotion recommendations on or before the **third Friday in May**. He or she will sign and date Part V of the Verification form and forward to the President and the CHRO.
16. The VPL will then notify each candidate, in writing, of his/her decision on or before the **fourth Friday in May**.
17. The HR office will scan the final copy once all recommendations are made and signatures are entered into the employee's personnel file. For those who were not approved for promotion, it is recommended that they review the Division Chair and Promotion Committee members Review forms and the Verification form, which outline what criteria must be met in order for them to re-apply in the future.

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18. Faculty awarded promotion will be compensated as specified in WV Code §18B-8-2, which requires that “equity among salaries is maintained; faculty at each institution are involved effectively in the administration of the faculty salary rule; and each faculty member shall receive a salary increase of at least ten percent when he or she is promoted in rank”. Therefore, faculty will receive a 10% increase in salary when promoted in rank and will also be awarded across the board raises authorized by the College or the state for the next year, if any.

## **V. Promotion Portfolio (Instructions for candidates)**

1. Applicants are encouraged to begin preparing Promotion Portfolios at the beginning of the academic year in which the application will be made. It is the responsibility of the applicant to ensure that the Promotion Portfolio is complete and includes supporting documentation for the promotion in rank criteria. Applicants are encouraged to consult with their mentors regularly when compiling supporting documentation for the Promotion Portfolio.
2. Promotion Portfolios ***must*** contain the following information and supporting documents:
  - a. ***A summary reflection paper*** of accomplishments in the areas of Teaching, Service, and Professional Development appropriate to the rank sought since the last promotion (or since the initial appointment if this is the first promotion) (see p. 4-7)
  - b. ***The Verification Form*** – which verifies Years of Service at the College within the current rank(s), Completion of Course Work, education or training, years of relevant work experience, and Division Chair verification of merit scores of at least 14 points on annual faculty evaluation documents for the last 3 years (or since the initial appointment if this is the first promotion), Part I completed and signed by the faculty member, Part II signed by the CHRO, and Part III signed by the Division Chair.
  - a. ***A summary of student course evaluations*** since the last promotion (or since initial appointment for first promotion)
  - b. ***An anonymous summary of peer evaluations*** from at least 2 different committees or subcommittees of Departments/disciplines, (such as meetings of Math, Science, English, Human Services, Nursing committees), College Committees (such as Assessment, Curriculum, Learning Resource Center (LRC), Retention, etc.), or their Division for the application year and/or the previous year.

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**APPENDIX A: Table of due dates for promotion** updated **10/21/23.**

<b><u>Promotion stuff</u></b>	<b>Due Dates</b>
<ul style="list-style-type: none"> <li>• Candidate sends intent to apply for promotion to VPL and Div Chair</li> </ul>	On or before the <u>last Friday in September</u>
<ul style="list-style-type: none"> <li>• Candidate fills out Part I of the verification form for required <b><i>Professional Development (PD)</i></b> activities and years of work experience for standard or alternate and compiles a packet w/ documentation of all activities and hours of training for discussion with Division Chair to determine eligibility</li> </ul>	On or before the <u>3rd Friday in October</u>
<ul style="list-style-type: none"> <li>• Division Chair (DC) meets individually w/ candidates to review criteria (years of service, PD and work requirements) and determines initial eligibility; selects a faculty mentor to assist the candidate with the process</li> </ul>	On or before the <u>last Friday in October</u>
<ul style="list-style-type: none"> <li>• VPL meets w/ Promotion Committee and selects <b><i>at least</i></b> 5 members and a chair</li> </ul>	On or before the <u>first Friday in December</u>
<ul style="list-style-type: none"> <li>• Candidate submits Part I of the verification form for years of service and completion of coursework or total alternate training hours &amp; experience and submits to the CHRO</li> </ul>	On or before the <u>fourth Friday in January</u>
<ul style="list-style-type: none"> <li>• CHRO completes Part II of said form and returns to candidate</li> </ul>	On or before the <u>second Friday in February</u>
<ul style="list-style-type: none"> <li>• Division Chair meet with candidate for annual FERC review so the candidate can submit their portfolio on time for promotion</li> </ul>	On or before the <u>second Friday in February</u>
<ul style="list-style-type: none"> <li>• Candidate submits an electronic copy of the complete Promotion Portfolio to the HR office on the Wheeling campus</li> </ul>	On or before the <u>fourth Friday in February</u>
<ul style="list-style-type: none"> <li>• Division Chair reviews entire Promotion Portfolio and completes Part III of the Verification of Years of Service, completion of coursework and/or hours of alternate training &amp; experience, makes a recommendation for or against promotion of the candidate, and notifies candidates of the recommendation w/in 7 working days. If the candidate's portfolio is missing any of the required materials, the division chair will notify them immediately about what additional documentation needs to be added to the portfolio, which must be submitted within 7 days, or the candidate will not be eligible for promotion.</li> </ul>	On or before the <u>second Friday in March</u>
<ul style="list-style-type: none"> <li>• Division Chair provides the VPL a written list of eligible candidates from his/her division for promotion</li> </ul>	On or before the <u>fourth Friday in March</u>
<ul style="list-style-type: none"> <li>• VPL compiles a list and forwards to the CHRO, the Chair and all members of the Promotion committee</li> </ul>	On or before the <u>first Friday in April</u>

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<ul style="list-style-type: none"> <li>Promotion Committee members individually review the electronic portfolios and complete and sign the review forms and Promotion Review Log</li> </ul>	Within 10 days of receipt of eligible candidates
<ul style="list-style-type: none"> <li>Chair of Promotion Committee convenes a meeting of all members of the Promotion Committee to discuss &amp; make a recommendation for or against promotion for each candidate</li> </ul>	On or before the third Friday in April
<ul style="list-style-type: none"> <li>Chair of Promotion Committee collects &amp; summarizes review forms, completes Part IV of the Verification form, and forwards copies to the VPL</li> </ul>	On or before the fourth Friday in April
<ul style="list-style-type: none"> <li>VPL may meet with Promotion Committee and/or Chair, if necessary</li> </ul>	On or before the first Friday in May
<ul style="list-style-type: none"> <li>VPL makes final promotion recommendations, completes Part V of the Verification form, and notifies the President and the CFO of which candidates are being promoted</li> </ul>	On or before the third Friday in May
<ul style="list-style-type: none"> <li>VPL notifies each candidate and the HR office of his or her decision</li> </ul>	On or before the fourth Friday in May

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**APPENDIX B: PEER EVALUATION INSTRUMENT FOR DEPARTMENTS, COMMITTEES, OR DIVISIONS**

Faculty member being evaluated: \_\_\_\_\_

Division or Committee: \_\_\_\_\_ Date: \_\_\_\_\_

Based on your interaction with the faculty member in your division or committee, please assess the faculty member with regard to the listed characteristics. The possible responses are:

- 5. Excellent
- 4. Good
- 3. Average
- 2. Below Average
- 1. Poor
- N. No basis for judgment

- \_\_\_\_\_ 1. Attends meetings regularly and punctually.
- \_\_\_\_\_ 2. Communicates effectively.
- \_\_\_\_\_ 3. Works well with others in the group.
- \_\_\_\_\_ 4. Demonstrates initiative.
- \_\_\_\_\_ 5. Demonstrates leadership ability.
- \_\_\_\_\_ 6. Willingly accepts subcommittees assignments or other special tasks.
- \_\_\_\_\_ 7. Demonstrates timely completion of tasks.
- \_\_\_\_\_ 8. Respects the views of others.
- \_\_\_\_\_ 9. Demonstrates professionalism.
- \_\_\_\_\_ 10. Continues professional development.
- \_\_\_\_\_ 11. Demonstrates genuine concern for students.
- \_\_\_\_\_ 12. Participates and contributes to committee work.
- \_\_\_\_\_ 13. Works well with students outside of class.
- \_\_\_\_\_ 14. Demonstrates commitment to teaching excellence.
- \_\_\_\_\_ 15. Overall contribution to the group.

**Summary**

Comments on strengths:

Comments on recommended areas of improvement:

Additional comments:

Signature and Date: \_\_\_\_\_

**(SEND ELECTRONICALLY TO THE APPROPRIATE DIVISION CHAIR WITHIN ONE WEEK)**

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## APPENDIX C: VERIFICATION FORM

VERIFICATION OF YEARS OF COLLEGE SERVICE  
 AND  
 COMPLETION OF COURSEWORK OR ALTERNATE PROFESSIONAL DEVELOPMENT ACTIVITIES  
 AND  
 YEARS OF RELEVANT FULL-TIME PROFESSIONAL OR TRADE EXPERIENCE

### Part I (To be completed by the faculty member)

FACULTY NAME: \_\_\_\_\_

YEARS OF WVNCC SERVICE \_\_\_\_\_  
*(completed no later than the 3<sup>rd</sup> Friday in May of the year application is made for promotion)*

RANK APPLYING FOR: \_\_\_\_\_

PROMOTION HISTORY:

Current rank: \_\_\_\_\_ Years in rank: \_\_\_\_\_  
 Previous Rank: \_\_\_\_\_ Years in rank: \_\_\_\_\_  
 Previous Rank: \_\_\_\_\_ Years in rank: \_\_\_\_\_

**COURSEWORK OR DEGREE COMPLETION REQUIRED FOR STANDARD TRACK FOR PROMOTION** (insert additional rows to table if needed):

NAME OF COLLEGE OR UNIVERSITY	COLLEGE COURSE(S) COMPLETED OR DEGREE(S) EARNED	DATE OF COMPLETION

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**PROFESSIONAL DEVELOPMENT (PD) ACTIVITIES REQUIRED FOR ALTERNATE TRACK FOR PROMOTION TO THIS RANK (insert additional rows to table if needed):**

NAME OF COLLEGE, UNIVERSITY, OR SPONSORING AGENCY OR ORGANIZATION	COURSE OR TITLE OF ACTIVITY	CONTACT HOURS EARNED	DATE OF COMPLETION

**Total hours of PD activities for promotion on alternate track** \_\_\_\_\_

**YEARS OF WORK EXPERIENCE REQUIRED FOR PROMOTION TO THIS RANK ON THE ALTERNATE TRACK PRIOR TO OR CURRENT WITH EMPLOYMENT AT WVNCC (insert additional rows to table if needed):**

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<u><b>NAME OF EMPLOYER OR ORGANIZATION</b></u>	<u><b>JOB TITLE</b></u>	<u><b>MONTHS OR YEARS ON JOB</b></u>	<u><b>DATES OF EMPLOYMENT</b></u>	<u><b>WITH LICENSURE OR CERTIFICATION? Y OR N</b></u>

***Total additional years of work experience*** \_\_\_\_\_

***By signing below, the candidate verifies that all information in Part I is true and correct to the best of his/her knowledge.***

***Signature of faculty member*** \_\_\_\_\_

***Date*** \_\_\_\_\_

**Part II (to be completed by the Chief Human Resources Officer (CHRO))**

\_\_\_\_\_ Years of service in current rank OR ***expected completion date of years of service in current rank***

Date ( \_\_\_\_\_ )

\_\_\_\_\_ Years of total service to WVNCC by May of the year candidate is applying for promotion.

\_\_\_\_\_ Education/Coursework requirements (*if candidate is using "Standard" criteria, official transcripts of completion of college coursework or degrees must be on file with the Human Resources office no later than the 2nd<sup>d</sup> Friday in February of the application year*). *Candidates using "alternate criteria will have this verified by the Division Chair (below)*

Date received by HR office: \_\_\_\_\_

Pursuant to the official transcripts in the personnel file, the above-named faculty member has successfully completed the courses/credit hours and/or obtained the degree(s) listed above. The signature of the CHRO does not certify that the courses/degrees were approved by the Vice President of Learning and/or the faculty member's Division Chair to fulfill the educational requirements for promotion in rank. The signature below also verifies that the above-named faculty member has completed, or is scheduled to complete the stated years of service to WVNCC and years in the rank listed.

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\_\_\_\_\_  
Signature of Chief Human Resources Officer

\_\_\_\_\_  
Date

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**Part III (to be completed by the Division Chair) during or after review of candidate's personnel file, promotion portfolio, and other supporting faculty evaluation documents**

Review Part I of this form completed by the faculty member and check below to signify if candidate has met the minimum eligibility requirements for the "Standard" or "Alternate" criteria:

A. Is candidate using "Standard" or "Alternate" criteria? \_\_\_\_\_ Standard \_\_\_\_\_ Alternate

\_\_\_\_\_ Yes      \_\_\_\_\_ No      Candidate has met (or is anticipated to meet) the minimum # of years of service to WVNCC (as verified by the HR office)

\_\_\_\_\_ Yes      \_\_\_\_\_ No      Candidate has met the minimum # of years of service in rank (as verified by the HR office)

\_\_\_\_\_ Yes      \_\_\_\_\_ No      Candidate has provided electronic copies of summary pages from previous Faculty Evaluation documents which provide evidence of above average to excellent scores for the majority of years in previous rank, and/or Section 6 (Merit scores and summary pages (p. 12-15) from current faculty evaluation documents, with all signatures from the annual faculty evaluations for each year since the last promotion, with evidence of above average to excellent scores for the majority of years in previous rank

B. If candidate is using "Standard" criteria, have they met the minimum criteria for required educational credentials (as verified by the HR office)? \_\_\_\_\_ Yes      \_\_\_\_\_ No

If candidate is using "Alternate" criteria, have they met the minimum criteria for:

a. Required # of hours of additional educational and/or training: \_\_\_\_\_ Yes \_\_\_\_\_ No

b. Required # of years of relevant full-time work experience: \_\_\_\_\_ Yes \_\_\_\_\_ No

C. Has candidate received above average or meritorious scores on the majority of faculty evaluation documents since the last promotion (or since initial appointment for first promotion)?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

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D. Has Division Chair received, reviewed, and provided an anonymous summary of "Peer evaluations" from colleagues for at least 2 committees which reflect "good" to "excellent" scores for the current year and/or the previous year in the electronic portfolio?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

E. Check one:

\_\_\_\_\_ Candidate MEETS the minimum eligibility requirements for promotion in rank (*in this case, the candidate is informed that they are eligible for promotion, and the promotion portfolio is forwarded to the Human Resources office for review by the Promotion Committee*).

\_\_\_\_\_ Candidate DOES NOT MEET the minimum eligibility requirements for promotion in rank (*in this case, the candidate is informed that they are not eligible for promotion during the current academic year by the Division Chair, and what criteria they need to meet and by when in order to be eligible to apply for promotion the following year*).

**Division Chair comments and suggestions if something is missing from the portfolio or candidate does not meet criteria for promotion after Division Chair review:**

\_\_\_\_\_  
Division Chair signature

Date \_\_\_\_\_



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**Part IV (to be completed by Faculty Chair of Promotion  
Committee after review of promotion portfolio and  
committee member recommendations:**

Check one:

\_\_\_\_\_ The members of the Promotion Committee believe that the candidate MEETS the criteria for promotion in rank, and the promotion committee recommends the faculty member receive a promotion in rank, contingent upon completion of required years of service at WVNCC and completion of required years of service at their current rank by the third Friday in May of the current academic year.

\_\_\_\_\_ The members of the Promotion Committee believe that the candidate DOES NOT MEET the criteria for promotion in rank based on the following and what criteria they need to meet in order to be eligible to apply for promotion the following year:

Comments:

\_\_\_\_\_  
Signature of Chair of Promotion Committee

\_\_\_\_\_  
Date

**Part V (to be completed by the Vice President for Learning,  
and forwarded to Chief Human Resource Officer for  
placement in the faculty member's personnel file)**

Check one:

\_\_\_\_\_ Recommend candidate for promotion in rank.

\_\_\_\_\_ DO NOT recommend candidate for promotion in rank.

\_\_\_\_\_  
Signature of Vice President for Learning

Date \_\_\_\_\_

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**APPENDIX D: Division Chair and Promotion Committee Member Review Form**

***Candidate:*** \_\_\_\_\_

		Checklist
Promotion Portfolio Contents/documents	1. Verification form provides evidence of years of service, years in rank, and required # of professional development activities since initial hire or last promotion? 2. Did Division Chair include a summary of "peer evaluations" from members of at least 2 different groups or committees? 3. Did candidate include results or summaries of the majority of "student evaluations" for each year since initial hire or last promotion? 4. Did candidate include a "self-reflection summary paper in the portfolio?	_____ Yes      _____ No _____ Yes      _____ No _____ Yes      _____ No _____ Yes      _____ No
Do the candidate's evaluation ratings meet the required standard for the rank sought?	1. Did the candidate receive above average to excellent scores and/or a merit score of at least 14 on the majority of faculty evaluations since initial hire or last promotion? 2. Did the candidate receive good to excellent ratings on the majority of peer evaluations from colleagues on committees? 3. Did the candidate receive above average to excellent ratings on the majority of student evaluations?	_____ Yes      _____ No _____ Yes      _____ No _____ Yes      _____ No
Self-reflection paper	Does the self-reflection paper summarize and provide information about their growth & development as a faculty member which supports the types of behaviors & activities appropriate to the rank sought? <ul style="list-style-type: none"> <li>• Teaching effectiveness</li> <li>• Effectiveness of College Service</li> <li>• Professional Development/Growth</li> </ul>	_____ Yes      _____ No _____ Yes      _____ No _____ Yes      _____ No
Recommend for promotion	Comments <b><i>if candidate is not recommended for promotion:</i></b>	_____ Yes      _____ No

\_\_\_\_\_  
Signature of Division Chair or Promotion Committee member

\_\_\_\_\_  
Date

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**APPENDIX E: DIVISION CHAIR & PROMOTION COMMITTEE**  
**PROMOTION PORTFOLIO REVIEW LOG**

CANDIDATE: \_\_\_\_\_

Reviewer Name

Date

- |     |       |       |
|-----|-------|-------|
| 1.  | _____ | _____ |
| 2.  | _____ | _____ |
| 3.  | _____ | _____ |
| 4.  | _____ | _____ |
| 5.  | _____ | _____ |
| 6.  | _____ | _____ |
| 7.  | _____ | _____ |
| 8.  | _____ | _____ |
| 9.  | _____ | _____ |
| 10. | _____ | _____ |
| 11. | _____ | _____ |
| 12. | _____ | _____ |

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**APPENDIX F - TABLE I: West Virginia Northern Community College Placement and Promotion**

Candidates must meet ***EITHER the*** MINIMUM STANDARD ACADEMIC CRITERIA (A) ***OR*** The ALTERNATE WORK/TRAINING EXPERIENCE (B) ***AND*** Required Level of Performance on Faculty Evaluations (C) to be eligible for promotion.

<b><u>INSTRUCTOR</u></b> <i>(Initial placement upon hiring)</i>	<b>A. STANDARD ACADEMIC CRITERIA</b> (Minimum educational level and years of service in rank and total years of service at the College)	<b>B. ALTERNATE TRAINING AND EXPERIENCE APPROVED HOURS THROUGH LICENSURE, CERTIFICATIONS, OR ADDITIONAL TRAINING TEACHING/PROFESSIONAL/TRADE EXPERIENCE IN THE FIELD</b> (Minimum years of service in rank and total years of service at the College)	<b>C. REQUIRED PERFORMANCE ON FACULTY EVALUATION</b> (includes career/technical AND college parallel faculty, regardless of whether they are using standard academic criteria or alternate training and experience)
<b>College Parallel programs</b>	Master's Degree with a well-defined area of specialization in the discipline (teaching field) <b><i>OR</i></b> anticipated completion of Master's Degree in the teaching field w/in a specified amount of time as a condition of employment and/or w/ significant relevant work experience	a) Master's Degree in a related field w/ an acceptable area of specialization in the teaching field (defined as 18 or more graduate credit hours in the discipline) <b><i>and</i></b> /or anticipated completion of a Master's degree w/ significant relevant work experience  <b><u>AND</u></b>  b) Minimum of <b>2</b> years of full-time teaching experience in the field (*note: for every 2 years of teaching as an adjunct faculty member at least 12 credits a year for WVNCC and/or another college or university, that will be considered equivalent to 1 year of full-time teaching experience; for every 3 years of teaching as an adjunct faculty member at least 6 credits a year, that will be considered equivalent to 1 year of full-time teaching experience) OR 2 years of work experience with licensure or certification appropriate to the field as determined by the Program Director and/or Division Chair	N/A
<b>Career/ Technical Programs</b>	a) Associate degree <b><u>OR</u></b> b) Bachelor's degree	a) Appropriate extensive trade experience (defined as at least <b>3</b> years of full-time work experience), with or without certification, determined to be adequate to provide quality instruction in the discipline by the College for career/technical programs	N/A

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		<b><u>OR</u></b> b) at least <u>2</u> years of full-time work experience with licensure or certification appropriate to the field	
<b><u>INSTRUCTOR TO ASSISTANT PROFESSOR</u></b>	<b>A. STANDARD ACADEMIC CRITERIA</b> (Minimum educational level and years of service in rank and total years of service at the College)	<b>B. ALTERNATE TRAINING AND EXPERIENCE</b> <ul style="list-style-type: none"> <li>• <b>APPROVED HOURS THROUGH LICENSURE, CERTIFICATIONS, OR ADDITIONAL TRAINING</b></li> <li>• <b>TEACHING/PROFESSIONAL/TRADE EXPERIENCE IN THE FIELD</b> (Minimum years of service in rank and total years of service at the College)</li> </ul>	<b>C. REQUIRED PERFORMANCE ON FACULTY EVALUATION</b> (includes career/technical AND college parallel faculty, regardless of whether they are using standard academic criteria or alternate training and experience)
<b>College Parallel programs</b>	a) Master's + 15 graduate credit hours <b><u>AND</u></b> b) Completion of at least <u>2</u> years of service as an Instructor at WVNCC	a) Master's + 0 <b><u>AND</u></b> b) Completion of at least <u>3</u> years of service at WVNCC as an Instructor <b><u>AND</u></b> c) <u>30</u> contact hours of professional development achieved through industry or discipline specific certification or training hours since the time of initial appointment* (or a combination of formal college coursework and certification or training hours relevant to the teaching field as determined by the program director or Division Chair) <b><u>AND</u></b> d) <u>at least 3</u> years of full-time teaching or professional experience appropriate to the field prior to or concurrent with employment at WVNCC (*note: for every 3 years of teaching as an adjunct faculty member at least 12 credits a year for WVNCC or another college or university, that will be considered equivalent to 1 year of full-time teaching experience; ; for every 3 years of teaching as an adjunct faculty member at least 6 credits a year, that will be considered equivalent to 1 year of full-time teaching experience)	Above average to excellent evaluations and/or a merit score of at least 14, for the majority+ of required years of service at WVNCC  + Majority = 2/3 years, 3/5 years
<b>Career/ Technical Programs</b>	a) Bachelor's degree <b><u>AND</u></b> b) Completion of at least <u>2</u> years of service as an Instructor at WVNCC	a) Completion of at least <u>3</u> years of service at WVNCC as an instructor <b><u>AND</u></b> b) <u>Additional licensure or certification</u>	Above average to excellent evaluations and/or a merit score of at least 14 for the majority+ of required years of service at WVNCC + Majority = 2/3 years, 3/5 years

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		<p><u>OR</u>  <u>50</u> documented contact hours of professional development achieved through industry or specific certification or training hours since the time of initial appointment * (or a combination of formal college coursework and certification or training hours relevant to the teaching field as determined by the program director or Division Chair)</p> <p><u>AND</u>  c) <u>5</u> years of full-time work experience with licensure or certification appropriate to the field prior to or concurrent with employment at WVNCC</p>	
<p><b><u>ASSISTANT PROFESSOR</u></b>  <b><u>TO</u></b>  <b><u>ASSOCIATE PROFESSOR</u></b></p>	<p><b>A. STANDARD ACADEMIC CRITERIA</b>  (Minimum educational level and years of service in rank and total years of service at the College)</p>	<p><b>B. ALTERNATE TRAINING AND EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>• <b>APPROVED HOURS THROUGH LICENSURE, CERTIFICATIONS, OR ADDITIONAL TRAINING</b></li> <li>• <b>TEACHING/PROFESSIONAL/TRADE EXPERIENCE IN THE FIELD</b></li> </ul> <p>(Minimum years of service in rank and total years of service at the College)</p>	<p><b>C. REQUIRED PERFORMANCE ON FACULTY EVALUATION</b>  (includes career/technical AND college parallel faculty, regardless of whether they are using standard academic criteria or alternate training and experience)</p>
<p><b>College Parallel programs</b></p>	<p>a) Master's + 30 graduate credit hours  <u>AND</u>  b) Completion of at least <u>2</u> years of service as an Assistant Professor at WVNCC</p>	<p>a) Completion of at least <u>6</u> years of service at WVNCC, with at least <u>2</u> years at the rank of Assistant Professor  <u>AND</u>  b) Master's + 15 graduate credit hours  <u>OR</u>  An additional <u>30</u> contact hours of professional development achieved through industry or discipline specific certification or training hours since the last promotion (or a combination of formal college coursework and certification or training hours relevant to the teaching field as determined by the program director or Division Chair)  AND  c) at least 7 years of full-time teaching or professional experience appropriate to the field prior to or concurrent with employment at WVNCC (*note: for every 3 years of teaching as an adjunct faculty member at least 6 credits a year for WVNCC or another college or university, that will be considered equivalent to 1 year of full-time teaching experience; ; for every 3 years of teaching as an</p>	<p>Above average to excellent evaluations and/or a merit score of at least 14 for the majority + of required years of service in current rank at WVNCC</p> <p>+ Majority = 2/3 years, 3/5 years, 5/7 years, 6/8 years</p>

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		adjunct faculty member at least 6 credits a year, that will be considered equivalent to 1 year of full-time teaching experience)	
<b>Career/ Technical Programs</b>	a) Bachelor's +15 credit hours <b>AND</b> b) Completion of <u>2</u> years of service as an Assistant Professor at WVNCC	a) Completion of at least 6 years of service at WVNCC, with at least 2 years at the rank of Assistant Professor <b>AND</b> b) Associate Degree  OR An additional 50 documented contact hours of professional development achieved through industry or specific certification or training hours since the last promotion (or a combination of formal college coursework and certification or training hours relevant to the teaching field as determined by the program director or Division Chair) <b>AND</b> c) at least 7 years of full-time work experience with licensure or certification appropriate to the field prior to or concurrent with employment at WVNCC	Above average to excellent evaluations and/or a merit score of at least 14 for the majority + of required years of service in current rank at WVNCC  + Majority = 2/3 years, 3/5 years, 5/7 years
<b><u>ASSOCIATE PROFESSOR TO PROFESSOR</u></b>	A. STANDARD ACADEMIC CRITERIA (Minimum educational level and years of service in rank and total years of service at the College)	A. ALTERNATE TRAINING AND EXPERIENCE <ul style="list-style-type: none"> <li>• APPROVED HOURS THROUGH LICENSURE, CERTIFICATIONS, OR ADDITIONAL TRAINING</li> <li>• TEACHING/PROFESSIONAL/TRADE EXPERIENCE IN THE FIELD</li> </ul> (Minimum years of service in rank and total years of service at the College)	C. REQUIRED PERFORMANCE ON FACULTY EVALUATION (includes career/technical AND college parallel faculty, regardless of whether they are using standard academic criteria or alternate training and experience)
College Parallel programs	a) Master's + 60 graduate credit hours OR Earned doctorate <b>AND</b> b) Completion of <u>2</u> years of service as an Associate Professor at WVNCC	a) Completion of at least <u>8</u> years of service at WVNCC, with at least <u>2</u> years at the rank of Associate Professor <b>AND</b> b) Master's + 30 graduate credit hours <b>OR</b> An additional <u>50</u> contact hours of professional development achieved through industry or discipline specific certification or training hours since the last promotion (or a combination of formal college coursework and certification or training hours) <b>AND</b> c) at least <u>10</u> years of full-time teaching or professional experience appropriate to the field prior to or concurrent with employment at WVNCC (*note: for	Above average to Excellent evaluations and/or a merit score of at least 14 for the majority + of required years of service in current rank at WVNCC  + Majority = 2/3 years, 3/5 years, 5/7 years, 6/8 years

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		every 3 years of teaching as an adjunct faculty member at least 6 credits a year for WVNCC or another college or university, that will be considered equivalent to 1 year of full-time teaching experience; for every 3 years of teaching as an adjunct faculty member) at least 6 credits a year, that will be considered equivalent to 1 year of full-time teaching experience)	
Career/ Technical Programs	a) Bachelor's +30 OR Master's Degree AND b) Completion of 2 years of service as an Associate Professor at WVNCC	a) Completion of at least 8 years of service at WVNCC, with at least 2 years of service as an Associate Professor AND b) Bachelor's degree OR c) An additional 50 documented contact hours of professional development achieved through industry or specific certification or training hours since the last promotion AND d) 10 years of full-time work experience with licensure or certification appropriate to the field prior to or concurrent with employment at WVNCC	Above Average to Excellent evaluations and/or a merit score of at least 14 for the majority+ of required years of service in current rank at WVNCC  + Majority = 2/3 years, 3/5 years, 5/7 years, 6/8 years

(Revised 10/21/23)

- \* If more hours of professional development are obtained than are necessary for a particular rank, those hours can be "banked" and used to fulfill the requirements for the next promotion
- + One college credit = 15 contact hours



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**APPENDIX G: WVNCC, RUBRIC FOR SELF-REFLECTION PAPER FOR PROMOTION**

Candidate name: \_\_\_\_\_ Year: \_\_\_\_\_

**Criteria/Rubric for Grading**

<b>Category</b>	<b>Unacceptable</b>	<b>Acceptable</b>	<b>Good</b>	<b>Exceptional</b>
<b>TEACHING</b>	Candidate does not provide a summary or summary does not include evidence of engaging in an acceptable number of teaching activities & practices appropriate to the rank sought. 50 points	Candidate provides a summary which includes basic evidence of engaging in an acceptable number of teaching activities & practices appropriate to the rank sought. 70 points	Candidate provides a summary which includes detailed evidence of engaging in a notable number of teaching activities & practices appropriate to the rank sought. 85 points	Candidate provides a summary which includes detailed evidence and an outstanding number of examples of teaching activities & practices appropriate to the rank sought. 100 points
<b>SERVICE</b>	Candidate does not provide a summary or summary does not include evidence of engaging in an acceptable number of activities & practices that reflect a level of service to the college & the community appropriate to the rank sought. 50 points	Candidate provides a summary which includes basic evidence of engaging in an acceptable number of activities & practices that reflect a level of service to the college & the community appropriate to the rank sought. 70 points	Candidate provides a summary which includes basic & detailed evidence of engaging in a notable number of activities & practices that reflect a level of service to the college & the community appropriate to the rank sought. 85 points	Candidate provides a summary which includes detailed evidence and an outstanding number of examples of activities & practices that reflect a level of service to the college & the community appropriate to the rank sought. 100 points

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<b>PROFESSIONAL DEVELOPMENT</b>	Candidate does not provide a summary or summary does not include evidence of engaging in a number of activities that reflect an acceptable level of commitment to professional development appropriate to the rank sought.	Candidate provides a summary which includes evidence of engaging in a number of activities that reflect an acceptable level of commitment to professional development appropriate to the rank sought.	Candidate provides a summary which includes evidence of engaging in a notable number of activities that reflect a level of commitment to professional development appropriate to the rank sought.	Candidate provides a summary which includes evidence of engaging in an outstanding number of activities that reflect a level of commitment to professional development appropriate to the rank sought.
	50 points	70 points	85 points	100 points

Candidates must receive a minimum score of 210 points from all reviewers on the self-reflection paper to be approved for Promotion.