



## **Faculty Promotions Procedure**

**Procedure Number:** 420P

**Responsible Office:** Human Resources

**Forms:** Form 105-014

**Effective Date:** 08/2015

**Date Last Reviewed:** 10/07/2024

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### **1. Purpose**

The purpose of the policy is to provide for the academic rank promotion of faculty members using the VCCS-29 - Normal Minimum Criteria for Each Faculty Rank.

### **2. Definitions**

See [VCCS Policy 3.7 – Faculty Promotions](#).

### **3. Procedure**

1. Full-time faculty who wish to be considered for promotion for the next academic/fiscal year may submit Form 105-014 to their supervisor beginning September 1 along with any updated transcripts not already on file and an updated CV/resume. Note: The faculty member will complete and sign Part I of the form.
2. The supervisor must sign Part I of Form 105-014 and submit the form to [credentialing@nvcc.edu](mailto:credentialing@nvcc.edu) no later than January 31.
3. Human Resources will conduct a thorough review of the credentials to determine if the minimum academic and experience qualifications as required by the VCCS-29 are met. Human Resources will verify that all official transcripts are on file. Human Resources will follow up with the faculty and supervisor regarding any additional items needed or issues to be addressed.
4. Human Resources completes and signs Part II of Form 105-014 as part of the review process. Once the review is finalized, Human Resources will notify the faculty via email with a VCCS-10: Summary of Faculty Qualifications, the updated Form 105-014, and additional instructions.
5. Upon receiving the formal notification from Human Resources, the faculty and supervisor will meet to discuss the faculty member's promotion status and performance. The supervisor will then decide whether to recommend or not recommend the faculty member for promotion.
6. The supervisor will review, complete and sign Part III of Form 105-014 and forward to the respective Administrative Council member (Provost or Vice President). Please note that Part III of the form must

be completed regardless of the promotion status. The supervisor may attach additional documentation to be included with the form.

7. The Administrative Council member receives Form 105-014 and reviews the form and documentation. The Administrative Council member will then decide whether to recommend or not recommend the faculty member for promotion, will complete and sign Part III of Form 105-014 and forward the completed Form 105-014 to [credentialing@nvcc.edu](mailto:credentialing@nvcc.edu) by February 28. The Administrative Council member may attach additional documentation to be included with the form.
8. Promotion packets are compiled by the Faculty Compensation and Credentialing Team in Human Resources during the month of March for the President's review.
9. A list of faculty members who applied for promotion during the cycle is generated by the Faculty Compensation and Credentialing Team in Human Resources for the President. The list provides information regarding the promotion status for each faculty member.
10. The Associate Vice President of Human Resources provides the list of eligible promotion candidates to the President. The President renders the final decision on each promotion request and forwards the outcome to Human Resources.
11. Faculty who do not meet the minimum qualifications may re-apply for promotion in a future promotion cycle.
12. Official letters confirming promotion status will be sent at the beginning of April via email. For those who are listed in contingency status at this time, final official letters will be sent confirming the updated status at the beginning of June. For those with Contingency status, contingencies must be met by June 1 (or the first business day in June if June 1 falls on a weekend).