

FACULTY PROMOTION

Policy Number: 420

Categorized: Human Resources

Responsible Office: AVP for Human Resources

Subject: The criteria and the annual process to be used in determining promotions for full-time faculty-ranked employees.

Related Policies:

Procedures: [420P](#)

Additional Information: VCCS-29 – Normal Minimum Criteria for Each Faculty Rank

Effective Date:

Last Reviewed Date: 05/07/2020

1. Scope

This applies to all full-time administrative, professional, and teaching faculty who hold faculty rank and occupy unrestricted positions.

2. Policy

Northern Virginia Community College encourages each faculty member to seek professional and educational advancement through the opportunity of promotion in rank.

Eligibility

- a. **Minimum Criteria:** Qualifications for promotion to regular faculty ranks are stated in the VCCS 29: Normal Minimum Criteria for Each Faculty Rank. Fulfillment of normal minimum criteria does not guarantee promotion to a given faculty rank.
- b. **Crediting Experience:** No more than one year of experience, teaching or related occupational, may be credited in a single twelve-month period. Therefore, no more than one year of experience credit may be given for a combination of teaching and related occupational experience in the same year.
 - i. **Experience Creditable towards Time in VCCS --** Only permanent P-3 (Report of Appointment or Change of Status) employment with the VCCS can be counted towards time in the System.
 - ii. **Creditable Teaching Experience --** Creditable teaching experience shall be the sum of:

1. Experience computed in accordance with the VCCS Procedure to Determine Faculty Entry Level Salaries at the time of initial appointment and
 2. Teaching experience subsequent to initial appointment.
- iii. For promotion only, credit hour equivalency may be granted for no more than a total of 15 semester hours by either 1) or 2) below or a combination of both during employment with the VCCS.
1. Active participation in given learning experiences (continuing educational unit classes, workshops, conferences, seminars, etc.) when part of a written professional development plan, approved in advance by the president applying the following formula: 45 contact hours is equivalent to one semester credit hour; exceptions to the advance notice requirement can be made by the president of the college if deemed in the interest of the institution.
 2. Non- teaching work experience directly related to the faculty member's field at a rate not to exceed 1.25 semester credit hours per month of full- time equivalent work experience and not to include work experience applied toward initial appointment, when part of a written professional development plan approved in advance by the president of the college; exceptions to the advance notice requirement can be made by the president of the college if deemed in the interest of the institution.
- c. Related Experience -- A year of related occupational experience must contain twelve months and shall be computed in accordance with the VCCS Procedure to Determine Faculty Entry Level Salaries.
- d. Leave of Absence -- A military leave of absence, for a member of a reserve unit who is called to active duty, and who, upon completion of her or his military obligation, returns immediately to the college, shall not disqualify the active military duty period as counting towards a year of service for purposes of promotion. An educational leave of absence, with or without pay, shall not disqualify the year of its occurrence as counting towards a year of service. No more than two academic years may be exempted from the years of full-time service requirement because of educational leave.
- i. Other periods of leave, with or without pay (except for the use of earned annual or sick leave), of over 15 calendar days cause a discontinuity for a semester, disqualifying it from counting towards a full year of employment, unless specific arrangements have been made between the president and faculty member. The arrangements must be in writing and in the faculty member's personnel file prior to the beginning of the leave.

General Provisions

- a. Authority -- All promotions are granted by the State Board upon recommendation of the president of the college and the Chancellor.
- b. Multi-Campus Institutions -- In a multi-campus college within the VCCS, the provisions of this policy shall apply to the institution as a whole.

- c. Faculty Rank and Salary Proposals -- Faculty rank and salary proposals shall be dated August 16 through May 15 or July 1 through June 30 as applicable.
- d. Contingency Conditions for Promotion – Administrative and teaching faculty must be fully qualified for promotion by the effective date of the Rank and Salary Proposal. Contingency conditions for promotion must be entered in the special conditions or assignments section of the rank and salary proposal.
- e. Substitutions – Requirements for promotion may not be waived, however, certain substitutions for experience and education may be granted, as outlined in the VCCS-29.

Base Promotional Increase

- a. Each college has flexibility in determining the dollar amount for promotion in rank; however, the established amount may not be less than \$500.
 - i. Instructional Faculty. The promotion increase will be the base promotional increase established by the college or the amount required to bring the faculty member to the minimum of the new rank range, whichever is greater. For example, if the college base promotional increase is \$1,000 and the amount required to bring the faculty member to the new rank minimum is \$1,500, the instructional faculty member will receive \$1,500 for the promotion.
 - ii. Administrative/Professional Faculty. The promotion increase will be the base promotional increase established by the college. Academic rank ranges do not apply to administrative faculty positions.
 - iii. Colleges may establish different base promotional increases for administrative and instructional faculty and also different increases for the academic ranks.

3. Definitions

Faculty: those employees who hold faculty rank and teach or occupy an administrative, counselor or librarian position which is exempt from the classified service.

Promotion: an upward change in rank based on the guidelines set forth in the VCCS-29, Normal Minimum Criteria for Each Faculty Rank, of the VCCS Policy Manual.

Related occupational experience: the number of years of related occupational experience whereby one year of related occupational experience contains twelve (12) months. Further guidelines are provided in the VCCS Procedure to Determine Faculty Entry Level Salaries.

Year of Service: full-time employment for two academic semesters (fall and spring), the salary for which is chargeable to a single fiscal year's budget. Employment for less than this period shall not constitute a year of full-time employment and shall not count towards the time eligibility period for a promotion.

4. Procedures

See [420P](#).

5. Authority

VCCS Policy 3.02 Faculty Qualifications for Academic Rank
VCCS Policy 3.02a Explanation of Policy – Qualifications of Faculty
VCCS Policy 3.07 Faculty Promotions

Frequently Asked Questions

1. *When are promotions effective?*

- (1) July 1st for 12-month administrative, professional and teaching faculty
- (2) August 16th for 9-month teaching faculty

2. *What documentation should I include with my 105-14 form?*

Please include a copy of your transcripts for coursework completed since hire or last promotion, updated Curriculum Vitae, and any other documentation that you believe is relevant to the promotion.

3. *Why shouldn't the 105-010 form be sent in with or in lieu of the 105-014?*

Submission of the 105-014 form is simply a request for a review of your credentials for the next rank however it is not a guarantee that you will be promoted. Although majority of the individuals who apply are in fact eligible to be promoted, there are still some individuals who do not meet the necessary criteria upon review of their credentials and are therefore not eligible for the requested rank.

4. *What is a contingency status?*

Contingency status means that the faculty member has yet to meet the requirements for promotion but that it is reasonably believed that the faculty member can meet the necessary requirements by the specified deadline. All contingencies must be met by May 15th and official documentation must be provided to HR by June 1st.

5. *Are restricted administrative and professional faculty eligible for promotion?*

Restricted administrative and professional faculty are not generally eligible for promotion due to being considered to hold the rank of Lecturer. Rank promotion for eligible faculty is evaluated according to the VCCS-29: Normal Minimum Criteria for Each Faculty Criteria. Any time served in a restricted faculty position may count towards promotion if the faculty member moves into a non-restricted faculty position.

Faculty who acquire additional credentials subsequent to their initial hire may request a re-evaluation of salary and position prior to the issuance of a new contract. To do so, please reach out to credentialing@nvcc.edu by March 1st for additional information.

6. *Are Associate Instructors eligible for promotion?*

Associate Instructors are student-focused positions responsible for teaching and activities that directly support student success, such as mentoring and tutoring. They carry higher instructional loads than regular 9-month teaching faculty and are relieved of most administrative and governance duties. Associate Instructors are not generally eligible for

promotion to be being placed into specific position levels not associated with regular teaching faculty. Any time served in an Associate Instructor position may count towards promotion if the faculty member moves into a non-restricted faculty position. Rank promotion for eligible faculty is evaluated according the VCCS-29: Normal Minimum Criteria for Each Faculty Criteria.

Faculty who acquire additional credentials subsequent to their initial hire may request a re-evaluation of salary and position level prior to the issuance of a new contract. To do so, please reach out to credentialing@nvcc.edu by March 1st for additional information.

7. *Can a full-time faculty member apply for promotion and skip a rank?*

No, a faculty member may only be promoted to the next rank.

8. *How is experience calculated?*

Teaching and occupational experience prior to employment with NOVA are credited at the time of hire. Upon promotion review, additional experience obtained since hire (or date of last promotion) is added to the existing total. Please note that part-time experience is converted to its full time equivalent (FTE).

9. *When a faculty member is placed in contingency status, why is the 105-010 due before all contingencies have been met on May 15th?*

The 105-010 is the form certifying that the supervisor views the promotion as a worthwhile investment for the College and that the requirements for promotion beyond education and experience have been met. It is also supervisor's acknowledgement that the faculty member is reasonably believed to be able to meet the necessary requirements for promotion by the end of the academic year.

From a processing standpoint, promotion paperwork has to be approved by the President or designee, and official letters have to be sent to the faculty member regarding the promotion request. These steps occur prior to the end of the semester and are contingent upon the receipt of the 105-010. The 105-010 (or lack thereof) determines which type of letter is sent to the faculty member (approval, contingency or denial).

10. *All paperwork has been submitted for my promotion. Why haven't I heard anything since then and when will I receive my letter?*

Generally, the letters will be sent via email at the beginning of April. After the 105-010 deadline (February 28th) has passed, HR sends verification worksheets to the provosts and vice presidents, prepares the paperwork for President or designee signature, and generates the official letters. Since the process involves multiple parties, it requires additional time.

11. How much money will I receive for my promotion?

9M Faculty	
Assistant Professor	\$1,500.00
Associate Professor	\$2,500.00
Professor	\$3,500.00

12M Faculty	
Assistant Professor	\$2,000.00
Associate Professor	\$3,330.00
Professor	\$4,650.00

12. What will my new salary be? And why won't HR tell me my new salary before my contract is issued?

Generally, you can add the respective promotion increment to your current salary to get an idea of what your new salary will be. There are a number of factors as part of the annual faculty salary planning process that could impact the salary for the new year. Much of the decision-making and approvals required as part of the faculty salary planning process take place during the month of June hence HR is not normally able to confirm the salary prior to contract generation.

13. Where do I send my official transcripts?

Please have all official transcripts mailed to Jamie C. Ellis, Credentialing Specialist, Northern Virginia Community College, Human Resources Department, 3926 Pender Drive, Suite 150, Fairfax, VA 22030. If official transcripts are provided electronically, then please have the official transcripts emailed to credentialing@nvcc.edu.

VCCS-29: Normal Minimum Criteria for Each Faculty Rank

May 2013

	Faculty in Humanities, Social Science, Natural Science, Math, Developmental Studies, English as a Second Language, Administrative and Professional Faculty, Counselors, Librarians		Faculty in Specialized Professional or Technical Associate in Applied Sciences or Art Degree Fields		Faculty in Non-Associate Degree Occupational Fields	
	Initial Appointment/ Promotions	Promotions	Initial Appointment/ Promotions	Promotions	Initial Appointment/ Promotions	Promotions
	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
ASSISTANT INSTRUCTOR	Appointment on a temporary or emergency basis for a period of one year for persons who meet most of the minimum requirements for the instructor rank and who show evidence of being able to complete such requirements within one year.					
ASSOCIATE INSTRUCTOR	Appointment as a Level I associate instructor requires the same credentials as an instructor or assistant professor. Appointment as a Level 2 associate instructor requires the same credentials as an associate or full professor					
INSTRUCTOR						
Teaching Effectiveness	Demonstrates Potential		Demonstrates Potential		Demonstrates Potential	
Academic Preparation	Master's in field or Master's with 18 graduate semester hours in teaching field (The minimum requirement for faculty teaching ESL & developmental courses at the instructor level is a baccalaureate degree related to the teaching field.)		Bachelor's in teaching field or Associate's in the teaching field with demonstrated competency in teaching field.		H.S. diploma or equivalent; Associate's or equivalent in teaching field preferred.	
Experience	0 years		2 years		5 years current experience	
Related Occupational Experience	0 years		0 years		0 years	
Total Teaching Experience	0 years		0 years		0 years	
F/T Community College Experience	0 years		0 years		0 years	
ASSISTANT PROFESSOR						
Performance Evaluation	Meets Expectations on Most Recent Evaluation	Meets Expectations on Most Recent Evaluation	Meets Expectations on Most Recent Evaluation	Meets Expectations on Most Recent Evaluation	Meets Expectations on Most Recent Evaluation	Meets Expectations on Most Recent Evaluation
Academic Preparation	Master's + 24 graduate semester hours obtained subsequent to the Master's for a total of 27 graduate semester hours in the teaching field	Master's + 15 graduate semester hours obtained subsequent to the Master's for a total of 27 graduate semester hours in the teaching field	Bachelor's in teaching field + 24 graduate semester hours obtained subsequent to the Bachelor's	Bachelor's in teaching field + 15 graduate semester hours obtained subsequent to the Bachelor's	Associate's or equivalent (Major in teaching field)	High school or equivalent + 30 semester hours toward an Assoc. Degree
Experience:	0 years	0 years	2 years	2 years	5 years	5 years
Related Occupational Experience	0 years	3 years	0 years	3 years	0 years	3 years
Total Teaching Experience	0 years	3 years	0 years	3 years	0 years	3 years
F/T Community College Experience	0 years	3 years	0 years	3 years	0 years	3 years
ASSOCIATE PROFESSOR						
Performance Evaluation	Meets Expectations on Most Recent Evaluation	Meets Expectations on Most Recent Evaluation	Meets Expectations on Most Recent Evaluation	Meets Expectations on Most Recent Evaluation	Meets Expectations on Most Recent Evaluation	Meets Expectations on Most Recent Evaluation
Academic Preparation	Doctorate (36 graduate semester hours in teaching field)	Master's + 39 graduate semester hours obtained subsequent to the Master's (for a total of 36 grad hours in teaching field)	Master's related to teaching field + 15 graduate semester hours obtained subsequent to the Master's	Master's related to teaching field	Bachelor's related to the teaching field	Assoc. related to the teaching field or equiv. + 30 semester hours obtained subsequent to the Associate's
Experience:	0 years	0 years	2 years	2 years	5 years	5 years
Related Occupational Experience	6 years	6 years	6 years	6 years	6 years	6 years
Total Teaching Experience	0 years	6 years	0 years	3 years	0 years	3 years
F/T Community College Experience	0 years	3 years	0 years	3 years	0 years	3 years
Minimum VCCS Experience in Previous Rank	0 years	3 years	0 years	3 years	0 years	3 years
PROFESSOR						
Performance Evaluation	Meets Expectations on Most Recent Evaluation	Meets Expectations on Most Recent Evaluation	Meets Expectations on Most Recent Evaluation	Meets Expectations on Most Recent Evaluation	Meets Expectations on Most Recent Evaluation	Meets Expectations on Most Recent Evaluation
Academic Preparation	Doctorate (36 graduate semester hours in teaching field)	Doctorate (36 graduate semester hours in teaching field)	Master's related to teaching field + 36 graduate semester hours obtained subsequent to the Master's	Master's related to teaching field + 36 graduate semester hours obtained subsequent to the Master's	Master's related to the teaching field	Master's related to the teaching field
Experience:	0 years	0 years	2 years	2 years	5 years	5 years
Related Occupational Experience	9 years Postsecondary	9 years	9 years Postsecondary	9 years	9 years Postsecondary	9 years
Total Teaching Experience	0 years	3 years	0 years	3 years	0 years	3 years
F/T Community College Experience	0 years	3 years	0 years	3 years	0 years	3 years
Minimum VCCS Experience in Previous Rank	0 years	3 years	0 years	3 years	0 years	3 years

(1). Administrative and Professional faculty must receive at least a "good" summary evaluation rating on the most recent evaluation to be considered for promotion