

Policy Procedure: Faculty Promotion

Procedure Number: 420P

Contact Information:

Forms: [105-014: Request for Review of Credentials for Promotion](#); [105-010: Faculty Promotion Recommendation](#); VCCS-10: Summary of Faculty Qualifications

Last Reviewed Date: 05/07/2020

1. Full-time faculty who wish to be considered for promotion for the next academic/fiscal year may submit Form [105-014: Request for Review of Credentials for Promotion](#) to their supervisor beginning September 1st along with any updated transcripts not already on file and an updated CV/resume.
2. Form 105-014 form must be submitted by the supervisor to credentialing@nvcc.edu no later than January 31st.
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. Once the review is finalized, Human Resources will notify the faculty via email with a VCCS-10: Summary of Faculty Qualifications and additional instructions.
5. If faculty meet the minimum academic and experience qualifications or could potentially qualify through contingency, the faculty and supervisor will meet to discuss the third requirement of promotion, performance and continuous improvement.
6. The supervisor will make the decision to prepare and submit Form [105-010: Faculty Promotion Recommendation](#) to the appropriate Provost/Vice President. The approved Form [105-010](#) must be submitted to Human Resources (via credentialing@nvcc.edu) by February 28th.
7. Promotion packets are finalized and approved during the month of March.
8. The Associate Vice President of Human Resources provides the final 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 to issue the appropriate faculty employment contract.
9. Faculty who do not meet the minimum qualifications or whose supervisor does not submit Form [105-010](#) may re-apply for promotion in a future promotion cycle.

10. 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 1st.