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## ASUN Operating Procedure – 2011

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### Operating Procedure Synopsis

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**Title:** Faculty Rank and Promotion

**Approval Date/Revision Date(s):**

**Review Date(s):** 11/2017, 2/2019, 4/2020, 9/2021, 9/2022

**Executive Cabinet Liaison:** Vice Chancellor for Academic Affairs

**Responsible Manager:** Vice Chancellor for Academic Affairs

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### A. Purpose and Scope

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In an effort to provide students with the highest quality education, it is integral that ASU-Newport attract and retain high quality faculty members. It is the policy of Arkansas State University-Newport that all faculty members have equal access to a consistent rank and promotion structure. This procedure outlines the procedure for application and consideration for faculty rank and promotion. This procedure involves Human Resources, Vice Chancellor of Academic Affairs, Vice Chancellor for Fiscal Affairs, Academic Deans, Associate Deans, and Faculty.

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### B. Definitions

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**Faculty Member:** Any individual currently teaching courses for ASU Newport. Faculty member includes but is not limited to, Full-time (academic and technical), adjunct (academic and technical), or concurrent instructor.

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### C. Procedures

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General qualifications and guidelines have been established to aid in the determination of academic rank. Meeting these qualifications will justify consideration for promotion but will not be considered as mandating such promotion. The Academic Deans and the VCAA will consider other factors. Those factors will be included in narrative form as promotion recommendations are made. Being acquainted with the unique nature and differing requirements for both styles of faculty members, a two-track model is utilized: one track for Academic Transfer faculty and the other track for Technical faculty, with four stages (levels) of advancement within each track. For the Academic Transfer Track (Master's and Above), the levels are Instructor (Level I), Assistant Professor (Level II), Associate Professor (Level III), and Professor (Level IV). For the Technical/Occupational Track (Below Master's), the levels are Instructor (Level I), Advanced Instructor (Level II), Senior Instructor (Level III), and Master Instructor (Level IV).

#### Academic Transfer Track Overview

Level I: Instructor. This level is the entry-level position, and this is the level most new hires are placed. This level requires a master's degree with 18 hours within the discipline or related discipline.

\*All ASUN students, faculty, staff and administrators are expected to adhere to operating procedures.

Level II: Assistant Professor. This level requires two years of teaching experience plus completion of a Master’s Degree with 18 hours within the discipline or related discipline.

Level III: Associate Professor. This level requires a Doctorate or Specialist degree plus three years as an Assistant Professor.

Level IV: Professor. This level requires a Doctorate plus five years as an Associate Professor.

Technical/Occupational Track Overview

Level I: Instructor. This is the entry-level position, and this is level most new hires are placed. This level requires minimum of the appropriate licensure or certification and 4 years’ experience within the discipline or related discipline.

Level II: Advanced Instructor. This level requires two years of teaching experience plus the appropriate licensure or certification and an Associate’s Degree in the discipline or related discipline.

Level III: Senior Instructor. This level requires a Bachelor’s degree in the appropriate discipline plus three years as an Advanced Instructor.

Level IV: Master Instructor. This level requires a Master’s degree, Doctorate degree or higher plus five years as a Senior Instructor.

**Promotion and Rank Structure**

Pay increases should be substantial enough to warrant the effort put forth in achieving an advanced rank. The following increases in annual base salary are suggested when promotions are awarded.

<b>ACADEMIC TRANSFER TRACK</b>		
<b>LEVEL</b>	<b>RANK</b>	<b>PROMOTION AMOUNT</b>
Level I	Instructor	Entry
Level II	Assistant Professor	\$1,500
Level III	Associate Professor	\$2,000 (Specialist) \$3,000 (Doctorate)
Level IV	Professor	\$3,000 (one- time stipend not added to the base)
<b>TECHNICAL/OCCUPATIONAL TRACK</b>		
<b>LEVEL</b>	<b>RANK</b>	<b>PROMOTION AMOUNT</b>
Level I	Instructor	Entry
Level II	Advanced Instructor	\$1,500

Level III	Senior Instructor	\$2,000
Level IV	Master Instructor	\$3,000 one-time stipend not added to the base)

The VCAA and Academic Deans will coordinate with the office of Human Resources as necessary to assure the appropriate and necessary documentation required and requested by that office is provided and maintained concerning faculty rank and promotion.

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#### **D. Related Information**

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#### **APPLICATION FOR RANK AND PROMOTION**

Each spring semester, an e-mail will be sent by the Vice Chancellor for Academic Affairs inviting faculty to apply for rank and promotion in the fall. A form will be attached to the e-mail which should be completed and returned to the VCAA and the appropriate Academic Dean by faculty intending to apply.

#### **TIMELINE FOR RANK AND PROMOTION CONSIDERATION**

<b>DEADLINE</b>	<b>EVENT</b>
<b>January 31</b>	<b>Email to Faculty from VCAA: Rank and Promotion</b>
<b>February 15</b>	<b>Intent to Apply due to Academic Deans from Faculty Applying for Rank and Promotion Increase</b>
<b>Last Friday in February</b>	<b>Recommendations for Rank and Promotion Increase due to VCAA</b>
<b>February</b>	<b>VCAA Reviews Recommendations with the Chancellor and VCFA</b>
<b>February-March</b>	<b>Budget Committee Reviews Impact of Rank and Promotion Award Recommendations</b>
<b>April</b>	<b>Final Budget Submitted to the Board of Trustees</b>
<b>May</b>	<b>Final Budget Approval in May Board Meeting</b>
<b>Last Friday May</b>	<b>Letters of Appointment Distributed to Faculty</b>  <b>Rank and Promotion Determination Notifications to Faculty</b>

#### **FACULTY RANK STRUCTURE**

##### **A. NON-TECHNICAL FACULTY RANK (MASTER'S AND ABOVE)**

##### **I. Adjunct Instructor**

This rank is assigned to faculty designated as part-time, instructing the equivalent of 9

hours in course assignments or less per semester. This rank requires a minimum of 18 graduate hours within the assigned discipline; however, a Master's Degree, with 18 hours of graduate level coursework in the assigned or related discipline, is preferred.

II. **Instructor**

This rank is the entry-level position and is the rank assigned to newly hired faculty unless determined otherwise by the VCAA in coordination and under the advisement of the appropriate academic dean based upon previous teaching and higher education experience. This rank requires a minimum of a Master's Degree with 18 hours of graduate level courses in the assigned or related discipline.

III. **Assistant Professor**

This rank requires two years of teaching experience plus completion of a Master's Degree with 18 hours of graduate level courses in the assigned or related discipline.

IV. **Associate Professor**

This rank requires a Doctorate or Specialist degree plus three years of teaching at the rank of Assistant Professor.

V. **Professor**

This rank requires a Doctorate plus five years of teaching as an Associate Professor.

**B. TECHNICAL FACULTY RANK**

I. **Adjunct Instructor**

This rank is assigned to faculty designated as part-time, instructing the equivalent of 9 hours in course assignments or less per semester. This rank requires a minimum of the appropriate licensures or certifications and four years of experience working in the discipline.

II. **Instructor**

This rank is the entry-level position and is the rank assigned to newly hired faculty unless determined otherwise by the VCAA in coordination and under the advisement of the appropriate academic dean based upon previous teaching and higher education experience. This rank requires a minimum of the appropriate licensures or certifications and four years of experience working in the discipline.

III. **Advanced Instructor**

This level requires two years of teaching experience plus the appropriate licensure or certification and an Associate's Degree in the appropriate discipline.

IV. **Senior Instructor**

This level requires a Bachelor's degree in the appropriate discipline plus three years as an Advanced Instructor.

V. **Master Instructor**

This level requires a Master's, Doctorate, or higher degree or higher plus five years as a Senior Instructor.