

1 **Policy:** PAc-2
2 **Subject:** Promotion To Professor

3 **Approval Date:** 07/01/85
4 **Revision Date:** 03/07/94, 09/18/98, 09/22/01, 06/16/05, 5/2/13
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6 **PURPOSE:**

7 To define the criteria, procedures, and conditions for granting promotion from Associate
8 Professor to Professor.
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10 **1. ACADEMIC PRINCIPLES**

11 Each department, school, or college will establish standards for promotion of its Associate
12 Professors to Professor consistent with the guidelines established in [PAc-35](#). These standards
13 will appear in the promotion section within the applicable Faculty Evaluation Plan (FEP). [If a
14 department has multiple FEPs, the candidate should use the one for their academic program.](#)
15 Promotion is neither an unqualified right nor an automatic consequence of having completed a
16 certain period of service.
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18 The promotion process will consist of review and judgment by the Department Promotion
19 Committee, the Department Chair/Associate Dean, the College Promotion Committee, the
20 College Dean, the University Promotion Committee, and the Provost. At each level, the review
21 process will be guided by the standards outlined in the candidate's FEP. University-level reviews
22 by the Provost and the President will bring broader administrative judgments to bear.
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24 Only full-time standing faculty members of Morehead State University holding the rank of
25 Associate Professor in an academic program area can be considered for promotion to Professor.
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27 Annual faculty evaluations and promotion evaluations are separate processes, and consequently,
28 meeting or exceeding annual performance criteria does not automatically ensure a favorable
29 promotion decision.
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31 **2. TIME IN RANK**

32 Faculty will be eligible to apply for promotion to Professor after the completion of **five years of**
33 **service at the rank of Associate Professor at Morehead State University with including at least**
34 **two years of tenure at Morehead State University.**
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36 A candidate's activities and accomplishments that occurred between initiation of tenure review
37 and the granting of tenure and that were not documented in the tenure portfolio will be treated as
38 if they had occurred during the candidate's time in rank at Associate Professor.
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40 Faculty hired at the Associate Professor rank with tenure may request up to three years of
41 equivalent professional service to be applied to their time in rank requirements for promotion to

42 Professor. Credit for equivalent professional service will be recommended to the Provost by the
43 Departmental Promotion Committee, the Department Chair/Associate Dean, and the College
44 Dean. This decision should be made at the time of the initial appointment at Morehead State
45 University but no later than at the end of the first year of full-time service.

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47 If a candidate applies previous service at another institution to the time in rank requirement, the
48 previous service must be documented with respect to teaching excellence, scholarship, and
49 service to that institution and community.

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51 **3. PROMOTION PORTFOLIO**

52 The candidate's portfolio must document all qualifications, and it must be complete at the time of
53 submission. The promotion portfolio will ~~consist of~~ begin with the following items in order:

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55 (1) a letter of intent, addressed to the Department Chair or Associate Dean, justifying the case for
56 promotion to Professor,

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58 (2) the applicable FEP(s) (see [PAc-35](#)) and any Flexible Workload Agreements (see [PAc-29](#))
59 that apply to the candidate,

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61 (3) the annual evaluations during the time in rank ~~of~~ at Associate Professor by the Department
62 Chair/Associate Dean, and the College Dean as well as any responses by the candidate to those
63 evaluations,

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65 (4) if applicable, a statement documenting the number of years of equivalent service granted,
66 and

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68 (5) a ~~copy of the report~~ curriculum vitae in the format of or from the approved
69 faculty activity reporting system as per [PAc-35](#) with particular emphasis on the documentation of
70 activities since the initiation of the tenure review.

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72 ~~**4. SUPPORTING DOCUMENTS** Based on the criteria for promotion to Professor outlined in~~
73 ~~the candidate's FEP, the candidate will submit to the Department Chair/Associate Dean a set of~~
74 ~~documents, or appropriately presented digital materials, supporting the request for promotion.~~
75 Materials that support the request for promotion should follow the initial contents of Supporting
76 documents will remain with the Department Chair/Associate Dean and must be made available,
77 upon request, to any person involved in the review of the promotion portfolio.

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79 They may include but are not limited to the following:

80 (a) items indicating the extent and quality of teaching, such as teaching evaluations, innovative
81 teaching techniques, new courses or programs developed, and teaching awards or honors,

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83 (b) items indicating the extent and quality of scholarship, such as publications, artistic/creative
84 works, and grant activities, and

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(c) items indicating the extent and quality of service to the institution, the profession, or the broader community, such as proposals to improve the university, service on institutional committees, editorships or reviews for professional journals, development of relations with outside professional or public groups, consulting, and awards or honors for service.

The choice of supporting material should be based on the criteria for promotion to Professor outlined in the candidate’s FEP. The materials must demonstrate growth of the candidate beyond the level of achievement~~at~~ expected for tenure.

54. STRUCTURE OF THE PROMOTION COMMITTEES

(1) All Pprofessors in a department will serve on the Department Promotion Committee. If a department has five or more Pprofessors, only these individuals will serve on the committee. If a department has three or four Pprofessors, then two or one aAssociate Pprofessors from the department, respectively, will be chosen by the tenured faculty to serve on the Department Promotion Committee ~~thereby constituting~~ in order to make up a five-member committee. If a department has less than three Pprofessors, the tenured faculty will select two Aassociate Pprofessors from the department to serve and will invite enough Pprofessors from outside the department to constitute a five-member Department Promotion Committee. In the event that Aassociate Pprofessors from the department are required and there are an insufficient number, the tenured faculty will fill the vacancies by inviting pProfessors or Aassociate Pprofessors from outside the department to serve on the Department Promotion Committee. In all cases, the majority of Department Promotion Committee members will be Pprofessors.

(2) The College Promotion Committee will consist of one Pp professor from each department in the college, elected by each department. If there are not at least five departments, then the College Dean will select sufficient at-large committee members to make a committee of five, from a pool of one or more ~~candidates~~ Professors elected by the tenured faculty in each department. ~~will consist of one professor from each department in the college as appointed by the Dean. If there is an insufficient number of available professors in a department to serve on the committee, associate professors from the department may serve. If there are fewer than five departments in a college, the Dean will select additional professors or associate professors from the college to constitute a committee of at least five members with equal representation from each department.~~ The committee should, if possible, include both males and females, and members of various racial and ethnic groups. The term of service will be three years, with one-third of the committee members replaced each year. A member may not hold successive terms.

(3) The University Promotion Committee will consist of two Pp professors from each college and one at-large Pp professor all selected by the Faculty Senate. If there is an insufficient number of available Pp professors in a college to serve on the committee, Aassociate Pp professors from the college may serve. No two committee members will be from the same department. The committee shall include both males and females, and members of various racial and ethnic

127 groups if possible. The term of service will be three years, with one-third of the committee
128 members replaced each year. A member may not hold successive terms.

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130 (4) The chairperson of each promotion committee will be elected by the committee from the
131 membership.

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134 (5) No candidate for promotion, candidate's spouse, immediate family (as defined by PG-22),
135 domestic partners, Department Chairs/Associate Deans, or Deans will serve on promotion
136 committees.

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138 (6) A faculty member may not serve on the Department Promotion Committee and either the
139 College or University Promotion Committee during an academic year. They may not serve on
140 both the College and the University Promotion Committees in the same year. may serve on more
141 than one promotion committee in the same year. A faculty member serving on the College or
142 University Promotion Committee shall neither may engage in discussions about a candidate at
143 any level nor but can only vote on the candidate at the department higher level. A faculty member
144 shall always vote at the department level when eligible to do so. A faculty member who is on the
145 College or University Promotion Committee and who has voted on a candidate at the department
146 level, shall neither discuss nor vote on the candidate at the college and university levels.

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148 ~~The chairperson of each promotion committee will be elected by the committee from the~~
149 ~~membership.~~

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151 ~~The University Promotion Committee will consist of two professors from each college and one~~
152 ~~at large professor all selected by the Faculty Senate. If there is an insufficient number of~~
153 ~~available professors in a college to serve on the committee, associate professors from the college~~
154 ~~may serve. No two committee members will be from the same department. The committee shall~~
155 ~~include both males and females. The term of service will be three years, with one third of the~~
156 ~~committee members replaced each year. A member may not hold successive terms.~~

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158 (7) A faculty member cannot serve on more than one of the following committees during an
159 academic year—University Tenure Committee, University Promotion Committee, and Faculty
160 Rights and Responsibilities Committee. No member of the Faculty Rights and Responsibilities
161 Committee will serve concurrently on the University Promotion Committee.

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163 ~~The College Promotion Committee will consist of one professor from each department in the~~
164 ~~college as appointed by the Dean. If there is an insufficient number of available professors in a~~
165 ~~department to serve on the committee, associate professors from the department may serve. If~~
166 ~~there are fewer than five departments in a college, the Dean will select additional professors or~~
167 ~~associate professors from the college to constitute a committee of at least five members with~~
168 ~~equal representation from each department. The committee should, if possible, include both~~
169 ~~males and females. The term of service will be three years, with one third of the committee~~

~~members replaced each year. A member may not hold successive terms.~~

~~All professors in a department will serve on the Department Promotion Committee. If a department has five or more professors, only these individuals will serve on the committee. If a department has three or four professors, then two or one associate professors from the department, respectively, will be chosen by the tenured faculty to serve on the Department Promotion Committee thereby constituting a five-member committee. If a department has less than three professors, the tenured faculty will select two associate professors from the department to serve and will invite enough professors from outside the department to constitute a five-member Department Promotion Committee. In the event that associate professors from the department are required and there are an insufficient number, the tenured faculty will fill the vacancies by inviting professors or associate professors from outside the department to serve on the Department Promotion Committee. In all cases, the majority of Department Promotion Committee members will be professors.~~

65. THE PROMOTION REVIEW PROCESS

Promotion committee deliberations must be treated confidentially.

Each promotion committee will evaluate the candidate's promotion portfolio and produce a written evaluation of the portfolio using the department candidate's FEP as the criteria for evaluation. As part of the evaluation, each committee will recommend, in the form of a vote by secret ballot, promotion or non-promotion of the candidate. Abstentions are not allowed. Any sealed ballots submitted by absent faculty members shall be included in the vote tally with all ballots opened and counted at the same time during the committee meeting. If the vote is split, the letter must reflect the balance and substance of the entirety of the vote. No separate minority report may be submitted. The letter must also address how the candidate's performance does or does not meet the requirements of the candidate's FEP.~~minority opinions must be included in the written evaluation and the opinions must address how the candidate's performance does or does not meet the requirements of the department FEP. If the vote is unanimous, there is, by definition, no minority opinion.~~ A recommendation for promotion requires an affirmative vote by 50% or more of the committee membership. Each committee's written evaluation will show the vote tally and will be signed by all committee members. A copy of the written evaluation will be placed in the portfolio and also delivered to the candidate.

The Department Chair/Associate Dean and the College Dean will each produce a written evaluation of the promotion portfolio and the written evaluation will recommend promotion or non-promotion of the candidate. A copy of the written evaluation will be placed in the portfolio and also delivered to the candidate.

Both the Department Promotion Committee and the Department Chair/Associate Dean must document, in their written evaluation of the promotion portfolio, the validity of the information in the portfolio. Validation will be based in part or in whole on the supporting documents.

213 [Promotion review proceeds as follows:](#) ~~The the~~ Department Promotion Committee will evaluate
214 the candidate's promotion portfolio ~~and review the candidate's supporting documents~~, and then
215 forward the portfolio ~~and supporting documents~~ to the Department Chair/Associate Dean. The
216 Department Chair/Associate Dean will evaluate the portfolio ~~and review the supporting~~
217 ~~documents~~, and then forward the portfolio to the College Promotion Committee. The College
218 Promotion Committee will evaluate the portfolio and then forward the portfolio to the College
219 Dean. The College Dean will evaluate the portfolio and then forward the portfolio to the
220 University Promotion Committee. The University Promotion Committee will evaluate the
221 portfolio and then forward the portfolio to the Provost.

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223 At every level of review, the candidate will receive a copy of his/her evaluation and will have
224 five working days to respond, in writing, to the evaluation. The candidate's response, if any, will
225 be placed in the portfolio and submitted to the next level of review.

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227 The Provost will review all evaluations from the department, college, and university levels,
228 including any responses to the evaluations provided by the candidate and will produce a written
229 evaluation of the promotion portfolio. The written evaluation will recommend promotion or non-
230 promotion of the candidate. The Provost will meet with the University Promotion Committee to
231 discuss his or her recommendation. A copy of the evaluation will then be placed in the portfolio
232 and also delivered to the candidate. The Provost will then forward his or her evaluation to the
233 President.

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235 The President will make the final recommendation regarding promotion to the Board of Regents.
236 The President will inform the candidate, in writing, of the recommendation at least two weeks
237 prior to the Board of Regents meeting with copies of the recommendation delivered to the
238 Department Chair/Associate Dean, College Dean, and Provost. A candidate not recommended
239 for promotion may request a meeting with the ~~Provost~~ [President](#) prior to the Board of Regents
240 meeting.

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242 **76. ACADEMIC FREEDOM**
243 Faculty and Administration will observe the conditions on academic freedom and responsibility
244 for teaching and research as outlined in [PAC-14](#).

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246 **87. GENERAL DATES FOR THE PROMOTION REVIEW PROCESS**
247 Specific dates and deadlines for the promotion review process in each year will be set and
248 distributed to the faculty in a timely manner by the [Office of the](#) Provost.