

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 or school has multiple FEPs, the candidate should use the one for his or her primary  
15 academic program. Promotion is neither an unqualified right nor an automatic consequence of  
16 having completed a 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 Tenured faculty will be eligible to apply for promotion to Professor after the completion of five  
33 years of service at the rank of Associate Professor.

34 Faculty hired at the Associate Professor rank may request up to three years of equivalent  
35 professional service to be applied to their time in rank requirements for promotion to Professor.  
36 Credit for equivalent professional service will be recommended to the Provost by the  
37 Departmental Promotion Committee, the Department Chair/Associate Dean, and the College  
38 Dean. This decision should be made at the time of the initial appointment at Morehead State  
39 University or no later than at the end of the first semester of full-time service.  
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41 A candidate's activities and accomplishments that occurred between initiation of tenure review

42 and the granting of tenure and that were not documented in the tenure portfolio will be treated as  
43 if they had occurred during the candidate's time in rank at Associate Professor. Faculty hired at  
44 the Associate Professor rank may include material from the last five years in the promotion  
45 portfolio.

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

### 52 53 **3. PROMOTION PORTFOLIO**

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

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

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

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63 (3) the annual evaluations during the time in rank at Associate Professor by the Department  
64 Chair/Associate Dean (and in the case of faculty hired as Associate Professors without tenure,  
65 any evaluations by the College Dean as defined in PAC-27 section 8.4) as well as any responses  
66 by the candidate to those evaluations,

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68 (4) if applicable, a statement documenting the number of years of equivalent service at another  
69 institution granted, and

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71 (5) a curriculum vitae of activities in the format of or from the approved faculty activity  
72 reporting system as per [PAC-35](#) with particular emphasis on the documentation of activities since  
73 the initiation of the tenure review.

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75 Materials that support the request for promotion should follow the initial contents of the  
76 promotion portfolio. The choice of supporting material should be based on the criteria for  
77 promotion to Professor outlined in the candidate's FEP. The materials must demonstrate growth  
78 of the candidate beyond the level of achievement expected for tenure (see PAC-27).

### 79 80 **4. STRUCTURE OF THE PROMOTION COMMITTEES**

81 (1) All Professors in a department will serve on the Department Promotion Committee. If a  
82 department has five or more Professors, only these individuals will serve on the committee. If a  
83 department has three or four Professors, then the tenured faculty will invite enough Professors  
84 from outside the department to constitute a five-member Department Promotion Committee. If a

85 department has fewer than three Professors, the tenured faculty will select one Associate  
86 Professor from the department to serve and will invite enough Professors from outside the  
87 department to constitute a five-member Department Promotion Committee. In the event that an  
88 Associate Professor from the department is required and there is not one, the tenured faculty will  
89 fill the vacancy by inviting Professors from outside the department to serve on the Department  
90 Promotion Committee. In all cases, the majority of Department Promotion Committee members  
91 will be Professors.

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93 (2) The College Promotion Committee will consist of one Professor from each department in the  
94 college, elected by each department. If there are not at least five departments, then the College  
95 Dean will select sufficient at-large committee members to make a committee of five, from a pool  
96 of one or more Professors elected by the tenured faculty in each department. The committee  
97 should, if possible, include both males and females, and members of various racial and ethnic  
98 groups. The term of service will be three years, with one-third of the committee members  
99 replaced each year. A member may not hold successive terms.

100  
101 (3) The University Promotion Committee will consist of two Professors from each college and  
102 one at-large Professor, all selected by the Faculty Senate. If there is an insufficient number of  
103 available Professors in a college to serve on the committee, **Professors from another college**  
104 **should be chosen to serve**. No two committee members will be from the same department. The  
105 committee shall include both males and females, and members of various racial and ethnic  
106 groups if possible. The term of service will be three years, with one-third of the committee  
107 members replaced each year. A member may not hold successive terms.

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

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112 (5) No candidate for promotion, candidate's spouse, immediate family (as defined by [PG-22](#)),  
113 domestic partners, Department Chairs/Associate Deans, or Deans will serve on promotion  
114 committees.

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116 (6) A faculty member may not serve on the Department Promotion Committee and either the  
117 College or University Promotion Committee during an academic year. They may not serve on  
118 both the College and the University Promotion Committees in the same year. A faculty member  
119 serving on the College or University Promotion Committee shall neither engage in discussions  
120 about a candidate nor vote on the candidate at the department level; this parallels the procedure  
121 in PAc-27 for tenure voting.

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123 (7) A faculty member cannot serve on more than one of the following committees during an  
124 academic year—University Tenure Committee, University Promotion Committee, and Faculty  
125 Rights and Responsibilities Committee.

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128 **5. THE PROMOTION REVIEW PROCESS**

129 Promotion committee deliberations must be treated confidentially.

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

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

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151 Promotion review proceeds as follows: the Department Promotion Committee will evaluate the  
152 candidate's promotion portfolio and then forward the portfolio to the Department Chair/Associate  
153 Dean. The Department Chair/Associate Dean will evaluate the portfolio and then forward the  
154 portfolio to the College Promotion Committee. The College Promotion Committee will evaluate  
155 the portfolio and then forward the portfolio to the College Dean. The College Dean will evaluate  
156 the portfolio and then forward the portfolio to the University Promotion Committee. The  
157 University Promotion Committee will evaluate the portfolio and then forward the portfolio to the  
158 Provost.

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

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164 The Provost will review all evaluations from the department, college, and university levels,  
165 including any responses to the evaluations provided by the candidate and will produce a written  
166 evaluation of the promotion portfolio. The written evaluation will recommend promotion or non-  
167 promotion of the candidate. The Provost will meet with the University Promotion Committee to  
168 discuss his or her recommendation. A copy of the evaluation will then be placed in the portfolio  
169 and also delivered to the candidate. The Provost will then forward his or her evaluation to the  
170 President.

171  
172 The President will make the final recommendation regarding promotion to the Board of Regents.  
173 The President will inform the candidate, in writing, of the recommendation at least two weeks  
174 prior to the Board of Regents meeting with copies of the recommendation delivered to the  
175 Department Chair/Associate Dean, College Dean, and Provost. A candidate not recommended  
|176 for promotion may request a meeting with the President prior to the Board of Regents meeting.  
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|178 **6. ACADEMIC FREEDOM**

179 Faculty and Administration will observe the conditions on academic freedom and responsibility  
180 for teaching and research as outlined in [PAC-14](#).

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|182 **7. GENERAL DATES FOR THE PROMOTION REVIEW PROCESS**

183 Specific dates and deadlines for the promotion review process in each year will be set and  
|184 distributed to the faculty in a timely manner by the Office of the Provost.