

## HR: 4140 F - Placement, Performance, and Promotion Criteria

**Scope/Applicability:** Benefited Faculty and Temporary Faculty (Placement and Performance only)

### **Policy/Procedures:**

#### Instructor

1. To be placed at the rank of Instructor, one must meet the following criteria:
  - a. Teaching or equivalent experience – none required.
  - b. Education - Master's degree, or the recognized credential, in the field or related field of teaching assignment.
2. To meet the annual performance standards, one must earn the following units and rating:
  - a. Six units in scholarship and professional development (refer to the Scholarship and Professional Development Table in the Faculty Handbook).
  - b. Three units in professional service (refer to the Professional Service Table in the Faculty Handbook).
  - c. A "met expectations" performance evaluation rating.
3. To be promoted to the rank of Assistant Professor, one must meet the following criteria:
  - a. Remain in rank for three years.
  - b. Maintain annual performance standards (as outlined in 2a and 2b above) for three years
  - c. Received "met expectations" performance evaluation rating during all three years offered for promotion consideration.
  - d. Shows a pattern of improvement over three years in the classroom. Be involved at the division or school level. Meet the additional promotion specific criteria and follow the promotion procedure as outlined in the faculty handbook.

#### Assistant Professor

1. To be placed at the rank of Assistant Professor, one must meet the following criteria:
  - a. Teaching or equivalent experience-three equivalencies (refer to the Teaching Experience Equivalency Table).
  - b. Education - Master's degree, or recognized credential in the field or related field of teaching assignment.
2. To meet the annual performance standards, one must earn the following units and ratings :
  - a. Five units in scholarship and professional development (refer to the Scholarship and Professional Development Table).
  - b. Four units in professional service (refer to the Professional Service Table).
  - c. A "met expectation" performance evaluation rating.
3. To be promoted to the rank of Associate Professor, one must meet the following criteria:
  - a. Remain in rank for three years.
  - b. Maintain annual performance standards (as outlined in 2a and 2b above) for three years
  - c. Received "met expectations" performance evaluation rating during all three years offered for promotion consideration.
  - d. Meets the promotion specific criteria and follows the promotion procedure as outlined in the faculty handbook.

### Associate Professor

1. To be placed at the rank of Associate Professor, one must meet the following criteria:
  - a. Teaching or equivalent experience - 3 years full-time college teaching and a total of 3 equivalencies (Teaching Experience Equivalency Table)
  - b. Education - Master's degree, or recognized credential, in the field or related field of the teaching assignment; and evidence of scholarship beyond minimum credential or degree. (Scholarship is defined as formal coursework, credit or noncredit beyond the minimum credential or degree.)
2. To meet performance standards, one must meet the following criteria and ratings:
  - a. Four units in scholarship and professional development (refer to the Scholarship and Professional Development Table).
  - b. Five units in professional service (Professional Service Table).
  - c. A "met expectations" performance rating.
3. To be promoted to the rank of Professor, one must meet the following criteria:
  - a. Remain in rank for three years.
  - b. Maintain annual performance standards (as outlined in 2a and 2b above) for three years.
  - c. Received "met expectations" performance evaluation rating during all three years offered for promotion consideration.
  - d. Meets the promotion specific criteria and follows the promotion procedure as outlined in the faculty handbook.

### Professor

1. To be placed at the rank of Professor, one must meet the following criteria:
  - a. Teaching or Equivalent experience - six years full-time college teaching and a total of three equivalencies (refer to the Teaching Experience Equivalency Table).
  - b. Education - Master's degree, or recognized credential, in the field or related field of the teaching assignment; and evidence of significant scholarship beyond the minimum credential or degree.
2. To meet the annual performance standards, one must meet the following criteria and ratings:
  - a. Three units in scholarship and professional development (refer to the Scholarship and Professional Development Table).
  - b. Six units in professional service (refer to the Professional Service Table).
  - c. A "met expectations" performance evaluation rating. Refer to the Section on "Performance Criteria and Evaluation" regarding the four-year cycle for some faculty at the rank of Professor (Group D). Faculty in Group D are expected to maintain annual service and professional development and professional service requirements annually throughout the four-year overall evaluation cycle to maintain eligibility for step increases.

**For more information contact: PROVOST**

Reaffirmed December 2021