KENTUCKY STATE UNIVERSITY
FACULTY SENATE
ACTION TRACKING DOCUMENT

EFFECTIVE DATE: ___AS APPROVED___

Code: PCC-12-13-01

Origin: □ Academic Policies Committee
□ Budget and Academic Support Committee
□ Curriculum Committee
□ Executive Committee
□ Professional Concerns Committee
□ Senate Resolution
□ Other (specify) ________________________________

Date Introduced: 10/01/12

Date Last Revised: 10/01/12

Description: Revising Faculty Handbook: Criteria for promotion to specific academic ranks.

Key Words: Faculty Ranks, Promotion, Years Experience

I. Committee Approval: □ Date: October 1, 2012_____

Chairperson: [Signature] Date 10/1/2012

II. Senate Action: □ Approved □ Disapproved □ Returned

Senate President: [Signature] Date 10/8/12

III. Provost/Vice President Academic Affairs: □ Approved □ Disapproved □ Returned

Provost/VPAA Signature: [Signature] Date: 11/8/12

On approval, please forward the original to the President and send the attached notification to the Faculty Senate Office

IV. President: □ Approved □ Disapproved □ Returned

President: [Signature] Date: 12-3-12

Distribution:
□ President
□ Vice President for Academic Affairs
□ Registrar
□ Faculty Senate President for Distribution to:
□ Committee Chair
□ Senate Office Records
□ Faculty Handbook
□ Other: ________________________________
**Action Item PCC-12-13-01**
The Faculty Senate recommends the following revision to the *Faculty Handbook*. The added text is bolded.

2.1.5.2 **Assistant Professor**

The minimum qualifications for appointment to the faculty in the rank of assistant professor, in academic areas where the doctorate is the terminal degree, include the following:

a. Possession of the master’s degree in the teaching discipline or a related field and two years of full-time study beyond the master’s degree or its equivalent (a minimum of 45 semester credits).

b. Two years of full-time teaching experience in an institution accredited by one of the accrediting agencies recognized by the US Dept. of Education (or its equivalent as determined by the academic unit/division, the unit supervisor, the appropriate Dean, and the Provost/Vice President for Academic Affairs). The terminal degree may substitute for experience.

c. Potential for professional growth and achievement.

2.1.5.3 **Associate Professor**

The minimum qualifications for appointment to the faculty in the rank of associate professor include the following:

a. Possession of the earned doctoral degree or its equivalent.

b. Evidence of professional achievement.

c. Potential for further professional growth and achievement.

d. Five years of full-time teaching experience in an institution accredited by one of the accrediting agencies recognized by the US Dept. of Education (or its equivalent as determined by the academic unit/division, the unit supervisor, the appropriate Dean, and the Provost/Vice President for Academic Affairs).

2.1.5.4 **Professor**

The minimum qualifications for appointment to the faculty in the rank of professor include the following:

a. Possession of the earned doctoral degree or its equivalent.

b. Evidence of substantial professional achievement.
c. Potential for contributions to the profession.

d. Ten years of full-time teaching experience in an institution accredited by one of the accrediting agencies recognized by the US Dept. of Education (or its equivalent as determined by the academic unit and the Provost/Vice President for Academic Affairs. Experience gained in a professional field related to the University assignment as well as credit gained for professional growth acquired through sabbaticals/leaves of absences may apply to the ten-year requirement as determined by the academic unit/division and the Provost/Vice President for Academic Affairs.)

2.6.2 Promotion Policies and Standards

2.6.2.1 Minimum Standards for Promotion to Specific Academic Ranks

The University requirements for each academic rank in academic areas where the doctorate is the terminal degree are as follow:

Assistant Professor: Promotion from the rank of instructor to assistant professor requires an ability to teach effectively and to hold the academic degree defined by the academic unit for the position sought by the candidate. Normally the minimum academic requirements shall consist of the master's degree in the teaching discipline or a related field, two years of full-time study (45 semester credits) beyond the master's degree at an accredited institution, and two years of full-time teaching experience in an institution accredited by one of the accrediting agencies recognized by the US Dept. of Education (or their equivalent as determined by the academic unit/division and the Provost/Vice President for Academic Affairs). Faculty seeking such promotion may meet the minimum University requirements through (1) demonstration of effective teaching; (2) successful completion of scholarly/creative activity which contributes to the discipline or field of study and offers promise for future achievement (for example, completion of the indicated degree) or peer-reviewed publications or peer-reviewed artistic/creative performances; and (3) demonstrated participation in service activities appropriate to the discipline and the academic unit.

Associate Professor: Promotion from the rank of assistant professor to the rank of associate professor requires (1) a demonstrated record of effectiveness as a teacher; (2) completion of the terminal degree or its equivalent as defined by the academic unit and approved by the Dean and Provost; (3) a record of peer-reviewed publications and/or peer-reviewed creative activity which has contributed to the discipline or field of study, to the candidate's intellectual/artistic development, and to the quality of the academic unit; (4) a record of professional service appropriate to the academic unit or the University; (5) evidence of growth and achievement in teaching and research or artistic/creative activity; and (6) five years of full-time teaching experience in an institution accredited by one of the accrediting agencies recognized by the US Dept.
of Education (or its equivalent as determined by the academic unit/division and the Provost/Vice President for Academic Affairs).

Professor: For promotion from the rank of associate professor to the rank of professor, the highest academic rank, the candidate's academic achievements and professional reputation should be superior. This rank can be earned only by the faculty member who has a cumulative record of teaching effectiveness, substantial peer-reviewed publications and/or peer-reviewed creative achievement, professional contributions and service, and who has ten (10) years of teaching experience in an institution accredited by one of the accrediting agencies recognized by the US Dept. of Education (or its equivalent as determined by the academic unit/division and the Provost/Vice President for Academic Affairs).