

**APPENDIX I**  
**EDUCATIONAL REQUIREMENTS FOR PROMOTION**

In the Fall of 1993 the College's V.P. for Management & Planning, V.P. for Student Affairs and the Chair of the FA's College Personnel Committee met to codify and put all the promotion "understandings" in one document. During the discussions the FA's Executive Council was apprised of the outcomes. On December 3, 1993 the College's Board of Trustees approved the Educational Requirements for Promotion. Below you will find these requirements and the educational requirements as they apply to various disciplines.

1. An earned Doctorate (i.e., including M.D., D.D.S., J.D., D.V.M., D.O.) from a regionally accredited institution of higher education shall satisfy the requirement for a Master's Degree plus any number of credits.
2. To satisfy the requirement for a Bachelor's, Master's, or Doctoral Degree, said degree must be awarded by a regionally accredited institution of higher education, and it must be in the field of the candidate's primary professional responsibilities.
3. To satisfy the requirement for credits beyond a Bachelor's or Master's Degree, all credits must be in the field of the candidate's primary professional responsibilities, or in areas which are clearly related to the candidate's primary responsibilities (e.g., cognate subjects). Candidates are encouraged to seek approval from the appropriate Dean, Executive Dean, and Vice President before undertaking such graduate coursework.
4. In special circumstances, up to 25% of the additional credits indicated beyond the Master's Degree may be undergraduate hours in the candidate's field or in an area relevant to the candidate's position at the College.<sup>1</sup> Note that such undergraduate hours must be attained after earning the Master's Degree. In addition, a letter of intent outlining such a program of study must be filed and approved by the appropriate Vice President in consultation with the Chairperson of the College Peer Personnel Committee.
5. Individuals who hold a license, as provided by Article VII of the Education Law (as adopted 1978) which has a prerequisite of a Bachelor's or higher degree, shall be deemed to have satisfied the requirement for 15 credits. (Examples: P.E., Professional Engineering; C.P.A., Certified Public Accountant; C.S.W., Certified Social Worker, etc.)

<sup>1</sup> Note that a candidate may not substitute more than 50% of the additional credits indicated beyond the Master's Degree through any combination of undergraduate hours, work experience, performance, and continuing education credits.

Individuals who are National Certified Counselors through the National Board for Certified Counselors (NBCC) shall be deemed to satisfy the requirement for six credits. Individuals who are certified in a specialty area through the NBCC (i.e., in addition to National Certified Counselor status) shall be deemed to have satisfied the requirement for three additional credits. Note that under no circumstances can an individual receive more than 15 credits through any combination of licenses and/or NBCC certification.

6. A Master's of Fine Arts (MFA) shall be considered the equivalent of a Master's degree plus fifteen (15) additional credit hours toward promotion in rank.
7. For adjuncts only hired before 9/1/00, an MA/LS with at least twenty-four (24) credit hours of coursework in the appropriate discipline shall satisfy the requirements for a Master's degree for promotion, allowing the adjunct with these credentials to have the minimum educational requirements to be eligible for promotion to assistant professor.
8. Where "experience" can be substituted for course credits, one year of postmasters, external experience shall be counted as the equivalent of one credit, subject to the restrictions stated in (a) - (d) below as determined by the appropriate Vice President after consultation with the Chairperson of the College Peer Personnel Committee. Such experience must be fully documented by the employer in writing, including dates of employment, description of job responsibilities, and number of hours worked per week.

Note that work experience used at the time of hiring to bring an individual in a higher step cannot be used as a substitution for course credits. In addition, once an individual is a full-time employee of the College, he or she may not accumulate more than one-half year of work experience towards promotion in any given contract year.

- (a) In the Business-related areas, the experience must be at the managerial level, or involve significant decision making authority and personnel supervision, or involve the actual performance of professional duties (e.g., in the case of Attorneys or Certified Public Accountants).
- (b) In the Engineering-related areas, the experience must involve research and development, or engineering design, or industrial production responsibilities, which are directly related to the subjects being taught at the College.
- (c) In the Health-related areas, the experience must involve actual professional practice in the area being taught at the College.
- (d) In the Counseling area, the experience must be at a professional level in an area or position which enhances, and is directly related to, an individual's primary work responsibilities at the College.

9. Where "performance" is substituted for course credits<sup>2</sup> (e.g., publication, exhibit, concert, etc.):
- (a) The faculty member shall submit formal application with Form A for such substitution.
  - (b) Every item or event shall be evaluated independently by the appropriate College Administrator and the Peer Personnel Committee, with a recommendation as to credit equivalence.
  - (c) Final determination credit equivalence will be made by the appropriate Vice President after consultation with the Chairperson of the College Peer Personnel Committee.
10. Where appropriate, up to 25% of the additional credits indicated beyond the Masters Degree may be continuing education credits (CEU's).<sup>3</sup> The formula used in such cases will be 30 clock hours of CEU's for each graduate credit. Requests to substitute CEU's for course credit must be fully documented by the candidate (i.e., description, proof of attendance, number of hours, etc.)
11. In highly extraordinary cases, major publications or exemplary contributions to the fields of research judged to be the equivalent of formal graduate study, may be substituted for part of the coursework (as distinct from degree requirements) indicated. Such substitution shall be permitted only on rare occasions and only when approved by both the appropriate Vice President and the Chairperson of the College Peer Personnel Committee.
12. In all cases where a candidate is requesting to substitute either undergraduate hours, work experience, performance, and/or continuing education credits for graduate credit, the request should first be sent to the appropriate Dean and Provost for campus review. Following this campus review, the request will be forwarded to the appropriate Vice President who, after consulting with the chairperson of the College Peer Personnel Committee, will make a final determination in the matter. Note that, where appropriate, candidates are encouraged to request prior approval for the above-mentioned activities.

<sup>2</sup> Note that a candidate may not substitute more than 50% of the additional credits indicated beyond the Master's Degree through any combination of undergraduate hours, work experience, performance, and continuing education credits.

<sup>3</sup> Note that a candidate may not substitute more than 50% of the additional credits indicated beyond the Master's Degree through any combination of undergraduate hours, work experience, performance, and continuing education credits.

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Promotion Area	To Assistant Professor	To Associate Professor	To Professor
<b>General requirement:</b> applies to all facul unless exception cited below.	Masters	Masters + 18	Masters + 36
<b>English, Art and Music:</b> may substitute for general requirement the following:	Masters or Bachelors + 24 and performance	Masters + 18 or Masters + 9 and performance	Masters + 36 or Masters + 21 and performance
<b>Business related areas:</b> may substitute for general requirement the following:	Masters	Masters + 18 or Masters + 12 and experience	Masters + 36 or Masters + 24 and experience
<b>Engineering related and technology areas:</b> may substitute for general requirement the following:	Masters or Bachelors + 24 and performance	Masters + 18 or Masters + 12 and experience or Bachelors + 36 and experience	Masters + 36 or Masters + 24 and experience
<b>Health-related areas:</b> may substitute for general requirement the following:	Masters or Bachelors + 24 and performance	Masters + 18 or Masters + 12 and experience or Bachelors + 36 and experience	Masters + 36 or Masters + 24 and experience
<b>Counseling:</b> may substitute for general requirement the following:	Masters	Masters + 18 or Masters + 12 and experience	Masters + 36 or Masters + 24 and experience