



PROMOTIONS

PROMOTION CYCLE full-time

- MARCH** Faculty are notified if they are eligible for promotion the following September.
(March '10 for September '11)
- JUNE 15th** "A" forms are due at Campus Dean's office with copies to your immediate supervisor and the Faculty Association.
- SEPTEMBER** Review and Verification of information on the "A" Form by the appropriate academic administrator.
- OCTOBER/
NOVEMBER** Evaluation by administrator and FA Peer Personnel Committee (PPC) rep (Unit III, preferably concurrent with administrator's evaluation)
"B" forms completed by administrator(s) and Peer Personnel representative. One copy should go to your College Personnel Committee (CPC) rep and one copy should be sent to the FA office (224J Southampton Bldg., Ammerman Campus).
- NOVEMBER** "C-1" form to be completed by administrator and signed by administrator and faculty member.
"C-2" form to be completed by CPC member and signed by CPC member and faculty member. A copy of the "C-2" form should be sent to the FA office (224J Southampton Bldg., Ammerman Campus).
- LATE
NOVEMBER** Deans meet individually with their candidates to "familiarize" themselves with the candidate.
- EARLY
DECEMBER** CPC chair and campus/division CPC representative meet with Deans of Faculty or college-wide supervisor to review promotions.
- JANUARY** Promotion Committee meets to review promotions.*
- JANUARY/
FEBRUARY** Promotion recommendations made to college President.
College President notifies faculty of her decision.
- SEPTEMBER** Promotions effective.

* V. P. For Academic and Student Affairs, V. P. For Planning and Institutional Assessment, Associate V. P. for Academic Affairs, Associate V. P. for Student Affairs, Campus Executive Deans (3), and College Dean of Faculty.

PROMOTION CYCLE

part-time

September/February	Faculty are notified if they are eligible for promotion the <u>following</u> September.
October/March	“A-1” forms should be returned to the Office of Academic and Adjunct Services on the Ammerman Campus, Smithtown Science Bldg., room 100 with copy to Faculty Association.
November/April	“B” Forms - Evaluation by administrator. A Peer observation is optional.
November/April	“B” forms completed by administrator(s) and “D-1” form recommendations are made to Dean of Faculty
May/December	Dean of Faculty reviews all applicants and makes recommendation to Vice President for Academic and Campus Affairs.
June/February	College President notifies faculty of his/her decision.
September	Promotions effective.

PERFORMANCE CRITERIA FOR PROMOTION - CLASSROOM FACULTY

(Criteria for Counselors and Specialists are on the FA web site)

Candidates for promotion in academic rank are expected to demonstrate meritorious performance in each of the following categories: teaching (or performance of professional duties), college/community service, and professional growth.

Evidence of meritorious performance in each category could include the following:

A. TEACHING/LEARNING:

- Mastery of diverse and innovative instructional methodologies
- Mastery of course content
- Ability to teach a broad range of courses in the discipline
- Positive administrative, peer and student evaluations
- Student retention and successful completion in courses consistent with maintenance of college academic standards
- Regular and punctual attendance and effective discharge of duties (i.e. rosters, grades, office hours, course outlines, responsiveness to students)
- Ability to prepare students for successful completion of upper-level courses in a program sequence
- Ability to explain material with clarity and organization
- Availability to students (e.g. office hours , academic advisement) above and beyond the minimum requirements
- Comprehensive course outline and completion of course syllabus

B. COLLEGE/COMMUNITY SERVICE:

- Active service on department, area, campus and college committees and employee organizations
- Involvement in student activities, clubs and coaching
- Involvement in the College Success Program
- Development of new courses and curricula and/or revision of existing courses and curricula
- Development of outcomes assessment methodology in courses and curricula
- Involvement in assessments: Program Reviews, SUNY and/or Service Assessments
- Preparation of grant proposals; getting a grant is a plus
- Effective leadership in academic departments, activities, and/or coordination of programs/courses
- Leadership in developing partnerships with businesses, high schools, colleges and county organizations
- Creation and presentation of special workshops and seminars for faculty and/or students
- Active participation in special college events (e.g., graduation, professional development programs)
- Participation in an orientation/mentoring program for new faculty
- Participation in student recruitment and retention efforts
- Professionally related community activities in civic, cultural, educational and benevolent organizations
- Development and dissemination of new instructional materials and techniques

NOTE: Participation in Faculty Association activities and committees counts as College Service

C. PROFESSIONAL GROWTH:

- Advanced learning through graduate courses, seminars and workshops, etc.
- Training in instructional methodology and/or instructional technology
- Professional awards and honors
- Attendance and presentation at national, regional and local conferences, seminars and workshops
- Active membership and service and leadership in professional organizations
- Evidence of scholarly work in one's own discipline or interdisciplinary studies or in educational pedagogy
- Publications, including books, articles, manuals, reviews and literary works
- Public exhibits and performances
- Professional work and activities relevant to one's academic discipline

CRITERIA FOR EACH RANK

GENERAL: As faculty move through the promotion cycle, ascending from instructor to full professor, the expectations at each rank would increase, such that the degree of excellence to be manifested for promotion to full professor would be significantly greater than that required for promotion to assistant professor. There should be evidence of: 1) compliance with college policies and procedures; 2) increasing proficiency and versatility in one's teaching; 3) a larger network of college and community service; 4) a demonstrated willingness to assume more responsibility and a greater leadership role; 5) more active and distinguished professional achievement; and 6) exhibiting professional, ethical and attitudinal qualities that enhance the stature of the college.

SPECIFIC:

ASSISTANT PROFESSOR

- **TEACHING:** The candidate's performance at this level, while not necessarily outstanding, should be more than merely satisfactory with clear demonstration of the potential to be excellent/outstanding.
- **COLLEGE/COMMUNITY SERVICE:** The expectation for this rank should be strong service at the department/area level, in terms of positive and proactive involvement in department/area committees and projects. Evidence of curriculum development (e.g. review and revision of existing programs/courses, creation of new programs/courses) and commitment to academic advising, student recruitment and retention would also be desirable.
- **PROFESSIONAL GROWTH:** The expectation for this rank should be evidence of remaining current in one's field through relevant coursework (where needed) and attendance at local, national, or regional professional conferences. Membership in appropriate professional organizations would also be expected.

ASSOCIATE PROFESSOR:

- **TEACHING:** At this rank, the candidate should exhibit a mastery of more diverse instructional methodologies, an ability to teach a broader range of courses, and a greater adaptability to meeting diverse student needs. The candidate's classroom performance, in all the key categories, should have a substantive evaluation indicative of excellence.
- **COLLEGE/COMMUNITY SERVICE:** The expectation for this rank should be a strong presence at the department level as well as solid service at the campus or college level. The candidate should at this point have a significant, positive impact on departmental matters and be in the process of becoming well known to faculty and administrators outside of his/her department or area through campus and/or college meetings, committees, and projects. He/she should also have begun to demonstrate some type of leadership role in his/her chosen paths of service.
- **PROFESSIONAL GROWTH:** The expectation for this rank should be everything required at the assistant professor rank, but in greater quality and quantity. For example, instead of mere

attendance at conferences and workshops, the faculty member should strive to be a presenter at these programs. Instead of simply belonging to a professional organization, one should move toward an active role in that organization.

PROFESSOR

- **TEACHING:** A candidate for promotion to full professor should demonstrate significant mastery of teaching. The candidate should be capable of utilizing the full range of instructional methodologies, be able to teach the broadest possible range of courses in his/her discipline, and be capable of responding with skill and self-assurance to the full gamut of students' educational needs. The candidate's classroom performance, in all the key categories, should have an evaluative rating of "excellent." He/she should be someone to whom you would refer a new instructor for peer mentoring and someone whose class you would recommend to a relative or friend.
- **COLLEGE/COMMUNITY SERVICE:** The expectation for this rank should be strong, proactive service at the college level, in addition to the department/area and campus levels. The candidate should have a strong and positive campus presence, and be in the process of becoming well known to faculty outside of his/her department/home campus. He/she should have demonstrated by this time a positive attitude and a leadership role in some form or area of service to the college, and his/ her overall evaluative rating for service should be unequivocally "excellent."
- **PROFESSIONAL GROWTH:** The expectation for promotion at this rank should be everything required at the assistant and associate professor ranks, but in still greater quality and quantity. At this point, there should be evidence of some significant professional accomplishment as appropriate to the changes in the field (e.g. recent attainment of a doctorate or completion of advanced graduate coursework, publications relevant to teaching or to one's academic discipline, public performances/ exhibits, presentation of papers and/or workshops at national or regional conferences, attainment of a leadership role in a professional organization, development of new instructional methods in one's discipline).

NOTE: The question sometimes arises as to whether a candidate for promotion should be "excellent" or "outstanding" in all three categories of teaching, college service and professional growth. The answer is yes, especially with respect to the full professor rank.

The FA's web site (www.fascc.org) has the following forms and documents. Just click on the Promotion/Sabbatical link:

- "A" Form (Full-time)
- "A-I" Form (Part-time)
- Form B 1-Classroom Faculty
- Form B-2-Counselors
- Form B-3-Librarians
- Form B4-Professional Assistants
- Form B6-Faculty Coordinators
- Form B7-Specialists
- Performance Criteria for Classroom Faculty
- Performance Criteria for Counseling Faculty
- Performance Criteria for Specialists
- Request for Substitution for credits toward promotion
- Sample "A" Form

PROMOTION PROCESS

Faculty who will be going through the promotion process need to understand the entire “promotion timetable” including:

- required years in each rank
- educational criteria
- A Form application; A1 Form for adjuncts
- B Form observation/recommendation
- C Form recommendation
- Peer Personnel Committee
- College Personnel Committee
- Promotion Committee
- President’s decision

In addition, faculty need to understand the expectations of the Promotion Committee. Expectations for faculty seeking promotion differ from rank to rank. Logically, the “bar” is raised a little higher for each promotion.

I can’t overemphasize the importance of understanding the “promotion process.” Periodically review the Promotion Committee’s expectations and your role in the college as it relates to teaching and other duties, service to the college/community and professional growth. So please, talk to your mentor, CPC rep or you can e-mail me kevin@fascc.org

Educational Requirements

Below are the general education requirements for each rank. There are some variations for some areas. In addition, faculty may request a substitution of performance/experience for credits toward promotion. Please check the FA web site for a complete list of educational requirements and for the credit substitution form: *Request For Substitution of Performance/Experience/CEU’s/Undergraduate Credit for Credits Toward Promotion.*

Promotion to Professional Asst. 2 = BA + 15 credits

Promotion to Assistant Professor = Masters

Promotion to Assoc. Professor = Masters + 18 credits

Promotion to Professor = Masters + 36 credits

For faculty hired on or after 8/29/06, minimum education requirements for promotion:

Promotion to Assistant Professor = Masters + 6 credit hours to all categories;

Promotion to Assoc. Professor = Masters + 21

Promotion to Full Professor: Masters + 36 or 2

Masters

FULL-TIME TIMELINE

Article VII. E. 1. Progression from rank to rank is **NOT** automatic, but is based upon meritorious performance of teaching and other duties, service to the College and community & professional growth: “the guideline for a full-time faculty member to be considered and recommended for promotion is service in his/her present rank for the following number of years:

- a. for promotion to Asst. Professor:
Three (3) years as Instructor
- b. for promotion to Assoc. Professor:
Four (4) years as Asst. Professor
- c. for promotion to **Professor**:
Five (5) years as Assoc. Professor
[with mid-term evaluations]
- d. for promotion to **Professional** Asst. P2:
Four (4) years as Professional Asst. P1

PART-TIME TIMELINE

Article VII. E. 3. The guideline for an adjunct faculty member to be considered and recommended for promotion in academic rank is service at SCCC in his/her present rank for the following number of semesters with accumulation of the following number of teaching hours in the academic discipline in which he/she will be considered for promotion.

- a. for promotion to Adjunct Asst. Professor: Ten (10) semesters and thirty-nine (39) teaching hours as Adjunct Instructor.
- b. for promotion to Adjunct Assoc. Professor: Fourteen (14) semesters or fifty-four (54) teaching hours as Adjunct Asst. Professor.
- c. for promotion to Adjunct Professor: Eighteen (18) semesters or sixty-nine (69) teaching hours as Adjunct Assoc. Professor.
- d. for promotion to Adjunct **Professional** Assistant P2: Fourteen (14) semesters as Adjunct Professional Assistant P1.

Adjuncts without discipline specific Masters’ degree may petition for a waiver of MA specific degree to be eligible for promotion to Adjunct Assistant Professor. Decision of College is final and nonreviewable.

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, subsequent changes to date 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 **required** to get 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.¹ 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, Certification in Advance Practice Nursing, etc.)

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. Individuals whose MFA is substantially equivalent to the NASAD policy statement requirements may apply for a review of his/her MFA course work/performance requirements for the MFA to the VPASA in consult with the FA to determine the educational requirements that have been satisfied for promotion. The decision of VPASA is final & non-reviewable.

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. Adjuncts without discipline specific Masters' degree may petition for a waiver of MA specific degree to be eligible for promotion to Adjunct Assistant Professor. Decision of College is final and nonreviewable.

¹ 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.

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 credits² (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).³ 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.

² 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.

For faculty hired prior to 8/29/06

Area	Promotion to Assistant Professor	Promotion to Associate Professor	Promotion to Full Professor
General Requirement: applies to all faculty unless an exception is cited below.	Master's	Master's+18	Master's+36
English, Art, and Music: faculty may substitute for general requirement as follows.	Master's or Bachelor's+24 and performance	Master's+18 or Master's+9 and performance	Master's+36 or Master's+21 and performance
Business related areas: faculty may substitute for general requirement as follows.	Master's	Master's+18 or Master's+12 and experience	Master's+36 or Master's+24 and experience
Engineering related and technology areas: faculty may substitute for general requirement as follows.	Master's or Bachelors+24 and experience	Master's+18 or Master's+12 and experience or Bachelor's+36 and experience	Master's+36 or Master's+24 and experience
Health-related areas: faculty may substitute for general requirement as follows.	Master's or Bachelor's+24 and experience	Master's+18 or Master's+12 and experience or Bachelor's+36 and experience	Master's+36 or Master's+24 and experience
Counseling: faculty may substitute for general requirement as follows.	Master's	Master's+18 or Master's+12 and experience	Master's+36 or Master's+24 and experience

For faculty hired on or after 8/29/06

Area	Promotion to Assistant Professor	Promotion to Associate Professor	Promotion to Full Professor
General Requirement: applies to all faculty unless an exception is cited below.	Master's+6	Master's+21	Master's+36 Or 2 Master's
English, Art, and Music: faculty may substitute for general requirement as follows.	Master's or Bachelor's+30 and performance	Master's+21 or Master's+12 and performance	Master's+36 or Master's+21 and performance Or 2 Master's
Business related areas: faculty may substitute for general requirement as follows.	Master's+6	Master's+21 or Master's+15 and experience	Master's+36 or Master's+24 and experience Or 2 Master's
Engineering related and technology areas: faculty may substitute for general requirement as follows.	Master's+6 or Bachelor's+30 and experience	Master's+21 or Master's+15 and experience or Bachelor's+36 and experience	Master's+36 or Master's+24 and experience Or 2 Master's
Health-related areas: faculty may substitute for general requirement as follows.	Master's+6 or Bachelor's+30 and experience	Master's+21 or Master's+15 and experience or Bachelor's+36 and experience	Master's+36 or Master's+24 and experience Or 2 Master's
Counseling: faculty may substitute for general requirement as follows.	Master's+6	Master's+21 or Master's+15 and experience	Master's+36 or Master's+24 and experience Or 2 Master's