Faculty Classification and Promotion

Faculty classification standards are established to provide consistent rank across regions of faculty upon hiring. Promotion guidelines provide a timely and comprehensive process for faculty to move from one classification/rank in the College to the next in a consistent manner.

Full-time faculty

Performance Improvement track: Employees are on a performance improvement track when formal corrective action, i.e. first or second written performance improvement plan, termination, has been taken or is in process (Ivy Tech Employee Handbook, http://www.ivytech.edu/humanresources/handbook/ft/personnel-policies-and-procedures/general-college-operations/#performance_improvement, retrieved September 26, 2012).

Reclassification: Designation of an existing position to a different class as a result of proof of accomplishments according to specific criteria.

Upon hiring, faculty rank/classification shall be determined using the criteria defined in Exhibit A. Faculty rank/classification and experience achieved at previous institutions may be used in determining initial classification.

Faculty seeking promotion must have met the expectations for the next higher classification in terms of their academic credentials, or other expectations related to moving up in the classification/ranking system (Exhibit A). Faculty seeking promotion to F5 classification must achieve the experience requirement through employment at Ivy
Faculty members currently on a disciplinary track are not eligible for a promotion. Faculty may seek reclassification no more than once per academic year.

Faculty seeking reclassification to F2 or F3 shall request reclassification by submitting a letter to the Vice Chancellor for Academic Affairs, copied to the supervisor, by December 15 and May 15. The letter should clearly outline how the criteria for the classification being requested are met. Faculty seeking reclassification to F4 or F5 must develop a portfolio, aligned with the evaluation rubric, available on Infonet, and comply with the procedures below.

**PROCEDURE**

**Timeline for implementation**

<table>
<thead>
<tr>
<th>Relevant dates</th>
<th>Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 1</td>
<td>Submission of Intent to Seek Reclassification (see Infonet - Forms) to Vice Chancellor for Academic Affairs. Vice Chancellor’s office will respond in seven working days with regard to eligibility for promotion.</td>
</tr>
<tr>
<td>December 1</td>
<td>Portfolio, in electronic format, due to Vice Chancellor for Academic Affairs who will forward to review committee members.</td>
</tr>
<tr>
<td>March 1</td>
<td>Deadline for committee members to return recommendation for reclassification to Vice Chancellor for Academic Affairs.</td>
</tr>
<tr>
<td>April 1</td>
<td>Deadline for Vice Chancellor for Academic Affairs to notify Chancellor of decision.</td>
</tr>
<tr>
<td>May 1</td>
<td>Deadline for Vice Chancellor for Academic Affairs to notify faculty member of the results of the review.</td>
</tr>
<tr>
<td>Subsequent full-time contract period</td>
<td>New classification goes into effect.</td>
</tr>
</tbody>
</table>

**Membership of the Portfolio Review Committee for faculty seeking reclassification to F4 (three members)**

a. Immediate supervisor of faculty member seeking reclassification.

b. Peer faculty member appointed by the Vice Chancellor for Academic Affairs.

c. The faculty member seeking reclassification will nominate three peer faculty members from which the Vice Chancellors for Academic Affairs will choose one to serve on the committee. The peer member may be from any program in the region or from another campus.

d. Members of the committee must be at same or higher classification as the classification the faculty member is seeking. In those circumstances in which no immediate supervisor or peer is available, the regional Vice Chancellors for Academic Affairs will approve any exceptions.

e. Vice Chancellor for Academic Affairs will appoint chairperson of the committee.
Membership of the Portfolio Review Committee for faculty seeking reclassification to F5 (five members)

a. Three F5 faculty, one of which is from the same discipline as the applicant, to be appointed by the Vice Chancellor for Academic Affairs.
b. Two Vice Chancellors for Academic Affairs
c. No member of the committee may be from the same region as the applicant

**Intent to Seek Reclassification Process**

a. Intent to seek reclassification forms should be submitted to Vice Chancellor for Academic Affairs by November 1. At this time, the Vice Chancellor should counsel any applicant who is not eligible or who is deemed inappropriate for reclassification.
b. Portfolios should be submitted to Vice Chancellor for Academic Affairs by December 1. Electronic submissions are required. Once the portfolio has been submitted, no additions or changes may be made.
c. The committee chair, in consultation with the regional Vice Chancellors for Academic Affairs, will review the portfolio for eligibility to proceed in the process. If the committee chair determines that the portfolio is not eligible for consideration, it will be returned to the candidate who may not resubmit it until the next submission period.
d. Once it is determined that the portfolio is eligible for consideration, copies of the portfolio and rubrics will be distributed to the rest of the committee members.

**Review Process**

a. Each member of the review committee should use the Faculty Portfolio Evaluation Rubric to evaluate the portfolio. Committee members should examine the portfolio for each criterion. It is the responsibility of the faculty member to clearly demonstrate they have met the criteria by providing adequate documentation as proof. Specific criterion could be excluded by providing sufficient rationale (i.e. not part of the individual’s job responsibilities).
b. The Review Committee is required to meet (in person or via teleconference) to discuss individual member findings and merge them into one recommendation that indicates the committee decision to approve/not approve. While individual recommendations are confidential, the numbers for/against approval should be identified. The faculty member may request a meeting with the committee chair after a decision about reclassification is made for the purpose of clarification of weaknesses or missing evidence.
c. In the case of faculty seeking reclassification to F5 status, the review committee will schedule an in-person or phone interview with the candidate following review of the portfolio but before the March 1 deadline for decision.
d. Majority of voting determines the outcomes of the process. For example, a committee of five requires three votes of approval to advance the candidate
e. The committee chairperson will report the findings of the committee in writing to the Vice Chancellor for Academic Affairs no later than March 1. The Vice Chancellor for Academic Affairs will decide to accept or reject the recommendation and then forward the decision to the Chancellor by April 1.

f. The Vice Chancellor for Academic Affairs will notify the faculty member of the decision by no later than May 1. All members of the review committee will be notified of the disposition of the recommendation.

g. The Vice Chancellor for Academic Affairs will notify the regional marketing department and the Office of Academic Affairs of the faculty promotions in the region (F3 to F4 and F4 to F5) so the faculty can be appropriately recognized.

h. Marketing departments will appropriately recognize faculty promotions in published material and at campus recognition events.

REFERENCES
Intent to Seek Reclassification – see Infonet/Forms
Faculty Portfolio Evaluation Rubric F3 to F4 – see Infonet/Forms
Faculty Portfolio Evaluation Rubric F4 to F5 - see Infonet/Forms

RESOURCE PERSON
Vice Chancellor for Academic Affairs
EXHIBIT A

All faculty appointments are contingent upon College need, funding availability, and the faculty member’s satisfactory performance and compliance with College policies.

<table>
<thead>
<tr>
<th>Classification Level</th>
<th>Classification Criteria</th>
<th>Position Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>F-1</td>
<td>Description: Up to a three year teaching commitment dependent on college need and individual performance. Understood as entry point into the profession for credentialed individuals with minimal or no teaching experience. Rationale for the category is twofold – to provide mentoring and an introduction to teaching at the college level to individuals entering the teaching profession, both recent graduates and those changing careers; and second, provide the college with flexibility in relocating the temporary position following the appointment period as the need presents.</td>
<td>Faculty Fellow</td>
</tr>
<tr>
<td></td>
<td>a) Meets ASOM credentialing requirements for teaching assignments</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b) Must remain in this classification at least one year</td>
<td></td>
</tr>
<tr>
<td></td>
<td>d) Must have less than two years or equivalent of full time college-level teaching experience</td>
<td></td>
</tr>
<tr>
<td>F-1</td>
<td>Description: Standard teaching contract, with individual performance reviewed on an annual basis to determine continuation. Position focused on excellence in teaching and related student assessment and feedback. No responsibilities assigned for community and college service; recruitment; curriculum development; and committee assignments. Participation expected at faculty and employee meetings, commencement, and professional development. Full time teaching assignment per semester includes one additional 3 to 5 credit hour course beyond what is defined as a full time teaching load in ASOM and minimum of eight weekly, scheduled, open office hours.</td>
<td>Teaching Fellow</td>
</tr>
<tr>
<td></td>
<td>a) Meets ASOM credentialing requirements for teaching assignments</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b) Must remain in this classification for at least one year</td>
<td></td>
</tr>
<tr>
<td></td>
<td>c) Must have at minimum, two years or equivalent of full-time college-level teaching experience</td>
<td></td>
</tr>
<tr>
<td>F-2</td>
<td>Description: Entry point into the profession for credentialed individuals with minimal or no teaching experience. Primarily for identified long term college needs in a discipline or program area.</td>
<td>Instructor</td>
</tr>
<tr>
<td></td>
<td>a) Meets ASOM credentialing requirements for teaching assignments</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b) Must remain in this classification for at least one year</td>
<td></td>
</tr>
<tr>
<td></td>
<td>c) Must have less than five years or equivalent of full time college-level teaching experience</td>
<td></td>
</tr>
</tbody>
</table>
F-3  
Description – Entry point into the college for credentialed faculty with some college-level or equivalent teaching experience; or faculty with little or no teaching experience who possess an earned doctorate degree in the discipline.
   a) Meets ASOM credentialing requirements for teaching assignment
   b) Must have five or more years related teaching experience with at least 2 years teaching equivalency full time in higher education; or must possess an earned doctoral degree in the assigned academic discipline.
   c) Must remain in this classification at least two years at Ivy Tech and must have achieved five years full time teaching experience in higher education before becoming eligible for F-4 classification.

F-4  
Description – classification for experienced faculty with teaching experience at the college level
   a) Meets requirements of F-3 classification
   b) Minimum of Master’s Degree
   c) Evidence of teaching expertise, peer review required.
   d) Service to college outside teaching and administrative assignments (e.g. regional or statewide committees).
   e) Evidence of professional and community service.
   f) Must remain in this category at Ivy Tech for at least four years before becoming eligible for F-5 classification.

F-5  
Description – classification for faculty with significant teaching experience at the college
   a) Meets requirements of F-4 classification.
   b) Master’s required, Doctorate preferred.
   c) Evidence of significant contributions to College at statewide level.
   d) Evidence of professional contributions to field of study or to the teaching/learning process.
   e) Evidence of professional and community service.
   f) Scholarly activities-one or more of the following: publication, or participation at state or national levels in organizations.