POLICY TITLE
Faculty Classification and Promotion

POLICY NUMBER
ASOM 7.4

PRIMARY RESPONSIBILITY
Office of Academic Affairs

CREATION / REVISION / EFFECTIVE DATES
Revised June 2009; January 2011; March 2012 / Effective Fall 2012
Revised September 2012 / Effective for Faculty hired after October 1 2012; Revised September 2013/Effective Fall 2014; Revised July 2014/Effective immediately; revised October 2017/effective immediately; revised December 2019/effective January 2020 (for candidates who apply post December 2019)

PURPOSE
Faculty classification standards are established to provide consistent rank across campuses 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.

ORGANIZATIONAL SCOPE OR AUDIENCE
Full-time faculty

DEFINITIONS
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, located on MyIvy).

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

POLICY
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
Tech. 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 on IvyLearn, aligned with the evaluation rubric which is available on IvyLearn and MyIvy, and comply with the procedures below. F3 to F4 and F4 to F5 candidates who do not successfully complete the process are eligible to reapply during the next promotion cycle, should they wish to do so.

**PROCEDURE**

**Timeline for implementation**

<table>
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<tr>
<th>Relevant dates</th>
<th>Process</th>
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<tr>
<td>May 1</td>
<td>Submit Intent to Seek Reclassification Form (available on IvyLearn and MyIvy) to Vice Chancellor for Academic Affairs. Vice Chancellor’s office will respond in seven working days to affirm eligibility or provide reason for ineligibility per Exhibit A in ASOM 7.4 in writing.</td>
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<tr>
<td>May 10</td>
<td>Potential candidates advised of resources for preparing portfolio</td>
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<tr>
<td>November 1</td>
<td>Affirm intent to seek reclassification to Vice Chancellor for Academic Affairs.</td>
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<tr>
<td>December 1</td>
<td>Candidate posts complete portfolio on IvyLearn page. State committees convened. State committees begin training for review and then begin review.</td>
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<tr>
<td>March 1</td>
<td>Deadline for committee return recommendation for reclassification to Vice Chancellor for Academic Affairs at candidate’s home campus.</td>
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<td>April 1</td>
<td>Deadline for Vice Chancellor for Academic Affairs to make decision and notify Chancellor of decision.</td>
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<tr>
<td>April 15</td>
<td>Deadline for Vice Chancellor for Academic Affairs to notify faculty member of the results of the review and, in the case of a failed application, provide written, constructive feedback. The feedback may include a recommendation on a timeline for reapplication.</td>
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<td>Subsequent full-time contract period</td>
<td>New classification goes into effect.</td>
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Membership of the Portfolio Review Committee for faculty seeking reclassification to F4 (three members)

a. 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 campus Vice Chancellors for Academic Affairs will approve any exceptions.
   1. Immediate supervisor of faculty member seeking reclassification.
   2. Two peer faculty members appointed by the Vice Chancellor for Academic Affairs.
   3. 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 on the campus or from another campus.

b. 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, or a discipline related to the candidate’s discipline, to be appointed by the System’s Office.

b. Two Vice Chancellors for Academic Affairs, with one serving as chair of the committee.

c. No member of the committee may be from the same campus as the applicant

Intent to Seek Reclassification Process

a. Intent to seek reclassification forms should be submitted to Vice Chancellor for Academic Affairs by May 1 of the academic year prior to the process commencing. At this time, the Vice Chancellor should counsel (i.e. provide the specific missing requirement) any applicant who is not eligible or who is deemed inappropriate for reclassification per the requirements posted in this policy (Exhibit A).

b. Candidates are provided resources to prepare their portfolio.

c. Campus mentor to be assigned for those applying for F5.

d. Training Program materials to be viewed by both committee members and those applying for promotion.

e. Portfolios should be submitted to Vice Chancellor for Academic Affairs, via posting (and developed) on the appropriate Ivy Learn site, by December 1. Electronic submissions are required. Once the portfolio has been submitted, no additions or changes may be made.

f. The complete portfolio is made available to the committee for review.
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.

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. All reviews must include the interview experience.

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 of the candidate home campus no later than March 1. The Vice Chancellor for Academic Affairs will decide to accept or reject the recommendation and then forwards 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 April 15. 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 campus marketing department and the Office of Academic Affairs of the faculty promotions at the campus (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 MyIvy
Faculty Portfolio Evaluation Rubric F3 to F4 – see MyIvy
Faculty Portfolio Evaluation Rubric F4 to F5 - see MyIvy

RESOURCE PERSON

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

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<th>FACULTY CLASSIFICATIONS</th>
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<td><strong>Classification Level</strong></td>
<td><strong>Classification Criteria</strong></td>
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| **F-1** | 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.  
  a) Meets ASOM credentialing requirements for teaching assignments  
  b) Must remain in this classification at least one year  
  c) Must have less than two years or equivalent of full time college-level teaching experience | Faculty Fellow |
| **F-1** | 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 a minimum of eight weekly, scheduled, open office hours.  
  a) Meets ASOM credentialing requirements for teaching assignments  
  b) Must remain in this classification for at least one year  
  c) Must have at minimum, two years or equivalent of full-time college-level teaching experience to apply for F2 | Teaching Fellow |
| **F-2** | 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.  
  a) Meets ASOM credentialing requirements for teaching assignments  
  b) Must remain in this classification for at least one calendar year | Instructor |
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 (by November 1; see timeline above) before becoming eligible to apply 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 (see F3 above).
   b)  Minimum of Master’s Degree
   c)  Evidence of teaching expertise, peer review required.
   d)  Evidence of out-of-class student engagement
   e)  Service to college outside teaching and administrative assignments (e.g. campus or statewide committees).
   f)  Evidence of professional and community service.
   g)  Must remain in this category at Ivy Tech for at least four years (by November 1; see timeline above) before becoming eligible to apply for F-5 classification.

F-5  Description – classification for faculty with significant teaching experience at the college
   a)  Meets requirements of F-4 classification (see F4 above).
   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.