

Delta College Senate Handbook  
3.010 Standards and Procedures for Promotion and Tenure

### 3.010 STANDARDS AND PROCEDURES FOR PROMOTION AND TENURE

#### I. Promotion

##### A. The Purpose of Promotion:

1. The purpose of promotion is to encourage and reward effective teaching plus professional achievement, educational growth, and productive activity for the College other than instruction.
2. Since the purpose of promotion is different from tenure, qualification for promotion does not imply qualification for tenure, nor does qualification for tenure imply qualification for promotion.

##### B. Eligibility:

1. All Faculty members with one-year or tenure-track appointments are eligible for promotion. Although it is not sufficient reason to promote, length of service is a general qualification for promotion; and each individual is expected to serve a minimum number of years in each rank. If the majority of one's load involves released time, the promotion criteria listed below may be adjusted to reflect the priorities of the job.
2. Accelerated promotion may be given where there is evidence of special value to the College as demonstrated by outstanding achievement.

##### C. Minimum qualifications for promotion from Instructor to Assistant Professor:

1. Three (3) years at Delta College at the rank of Instructor.
2. Internal evidence that the individual:
  - a. Is making suitable progress in (1), (2), and (3) or is making exceptional progress in (1) and suitable in either (2) or (3):
    - (1) Teaching effectiveness.
    - (2) Educational growth and professional growth.
    - (3) Productive activity for the College other than instruction.
  - b. Is making suitable progress, in a consistent and sustained manner, to warrant the probable assumption that in the future the development trend under "a." above will persist.



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D. Minimum qualifications for promotion from Assistant Professor to Associate Professor:

1. Five (5) years of college Faculty status, at least three (3) of which have been at Delta College as an Assistant Professor.
2. Accumulated internal evidence that the individual:
  - a. Has performed effectively over a sustained period as an Assistant Professor.
  - b. Has demonstrated his or her ability in relation to (1), (2) and (3), or has demonstrated exceptional progress in (1) and (2) or (1) and (3):
    - (1) Teaching effectiveness.
    - (2) Educational growth and professional growth.
    - (3) Productive activity for the College other than instruction.
3. Is making suitable progress, in a consistent and sustained manner, to warrant the probable assumption that in the future the developmental trends under "b." above will persist.

E. Minimum qualifications for promotion from Associate Professor to Full Professor:

1. Ten (10) years of college Faculty status, at least five (5) of which have been at Delta College as an Associate Professor.
2. Accumulated internal evidence that the individual:
  - a. Has performed effectively over a sustained period as an Associate Professor.
  - b. Has demonstrated ability in (1), (2), and (3) and also has established excellence in (1) and (2) or (1) and (3):
    - (1) Teaching effectiveness.
    - (2) Educational and professional growth.
    - (3) Productive activity for the College other than instruction.
  - c. Has demonstrated leadership.
  - d. Is making suitable progress, in a consistent and sustained manner, to warrant the probable assumption that in the future the developmental trends under "b." and "c." above will persist.

F. Procedure for Promotion:

NOTE: Throughout this promotion procedure, only those Faculty who have completed one (1) year of full-time status at Delta College will participate in the evaluation process. In computing any time limit specified under this procedure, Saturdays, Sundays, official College closings, and holidays will be excluded.

1. Faculty members who decide they would like to be considered for promotion will consult with their division chair. (It is recommended this should be done by the tenth (10th) week of the Winter semester preceding the year in which the candidate wishes to be considered.) The division chair will advise the candidate in preparing the necessary data. (When the candidate is a division chair, the appropriate academic dean or appointed representative will substitute for the division chair in this procedure.)
2. The candidate will use a peer review committee.
3. The division chair will arrange and chair a meeting or meetings of the division Faculty to consider each individual. Within one (1) week after the conclusion of the divisional process, a Faculty recommendation will be determined by a vote of the division Faculty. A positive recommendation will require at least a two-thirds (2/3) majority of those Faculty casting positive and negative votes; otherwise the recommendation will be negative. Candidates will be permitted to vote on all candidates from their division excluding themselves. The candidate will be notified in writing of the decision. At the request of the candidate, a written statement of reasons will be furnished within the next five (5) days. This statement will be prepared by the division chair.
4. Candidates who feel that the recommendation of the Faculty is not based on a fair consideration of all relevant factors may, within ten (10) days from the date of notification, submit a written appeal of the recommendation to the division chair. The Faculty will arrange to meet with the individual to reconsider their recommendation on the basis of information contained in the appeal. Their decision will be conveyed to the individual within ten (10) days from the date of appeal. Reasons supporting the recommendation will be furnished in writing at the candidate's request by the Faculty.
5. Upon receipt of the recommendation of the Faculty, the division chair will review and submit the list of candidates to the appropriate academic dean with the chair's written recommendation on each individual. Each candidate will receive a copy of the chair's recommendation regarding his or her candidacy.
6. The chief academic officer will convene division chairs for the purpose of reviewing recommendations. The division chairs will furnish an advisory

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recommendation on each of these candidates to the appropriate academic dean. Candidates who feel that the recommendation of the division chairs is not based on a fair consideration of all relevant factors may submit a written appeal of the recommendation to the Council of Chairs. The appeal will be conducted in accordance with procedures established by the Academic Office, and must be completed prior to any action on the recommendation by the dean.

7. Upon receipt of all recommendations, the appropriate academic dean will review and submit the list of candidates to the chief academic officer with a recommendation on each candidate.
8. Upon receipt of the list of recommendations, the chief academic officer will review the list and add recommendations on each individual to those of the appropriate academic dean and submit the list of candidates to the President.
9. The President may delay a submission of a candidate's name for further review and the acquisition of supportive data. However, the chief academic officer, appropriate dean, appropriate division chair, and the candidate will be notified about the delay. The delay and reasons will be communicated to the Faculty, if agreeable to the individual. The period of delay will last no longer than the end of the College's current spring session. If the President has not presented a recommendation (support or reversal) by the end of the current spring session, the candidacy is not supported; and the President will inform affected personnel.
10. Upon receipt of the list of recommendations, the President will review the list and add recommendations on each individual to those of the chief academic officer and will submit the list of candidates to the Board of Trustees for final consideration.
11. The individual or office intending to make a recommendation which represents the first reversal of the Faculty recommendation will communicate the reasons to the individual affected and, if agreeable to the individual, to the Faculty. Following such communications, the candidate, and if applicable, the Faculty, will be afforded opportunities for further transmittal of their views before the recommendation is forwarded to the next level.
12. The candidate and the Faculty will be advised as to the action taken by the Board of Trustees. The reasons for final decisions by the Board which do not concur with the recommendation of the President will be communicated in writing through appropriate channels to the candidate; and if applicable, the Faculty will be afforded opportunities for further transmittal of views.
13. Grievances based on alleged violations of this procedure may be pursued through the Senate Grievance Procedure.

- G. Any Delta administrator who attained tenure while appointed to the Faculty at Delta College will retain the highest rank attained in the event that person wished to return to the full-time teaching appointment.

## II. Tenure

### A. The Purpose of Tenure:

1. The purpose of tenure is to protect academic freedom and protect against capricious dismissal.
2. Tenure is understood to mean continuous employment of a Faculty member with termination of teaching service only for adequate cause as defined under the sections on Suspension and Termination of Tenure Faculty.

### B. Eligibility:

1. Only Faculty members on tenure-track appointments are eligible for tenure.
2. Seven (7) years is the maximum amount of time for a Faculty member in a tenure-track position to obtain tenure. Prior to the end of the sixth (6th) year, a non-tenured Faculty member will either:
  - a. Receive written notice that his or her appointment will terminate at the end of the seventh (7th) year, or
  - b. Receive an extended trial period. The condition of the extended trial period will be specified in writing, approved by the President, and a copy given to the non-tenured Faculty member concerned.
3. Only the years in a tenure-track position will be included in the seven (7) years maximum time allowed.

### C. Minimum Qualification for Tenure:

1. Completion of three (3) years of full-time teaching at Delta College including one-year appointments. Thus, the earliest tenure would normally be granted is the beginning of the fifth (5th) year. Exceptions must originate by a two-thirds (2/3) vote of the relevant division.
2. Possession of the necessary minimum relevant academic or other experience, as specified in writing for each non-tenured continuing appointment Faculty position.
3. Demonstration of professional growth relevant to teaching responsibilities.

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4. Demonstration of teaching effectiveness in student learning and student attitudes toward the subject matter and instruction.
5. Provision of reasonable instructional assistance to course participants outside of regular class hours.
6. Faculty considered for tenure are expected to cooperate:
  - a. With fellow Faculty.
  - b. By providing recommendations when requested or required by policy related to Faculty appointments, reappointments, promotions, tenure, dismissals, and division chair selection as specified in the Senate Handbook.
  - c. In meeting administrative requirements as specified in the Senate Handbook.
- D. All division discussions, individual recommendations, and individual votes will be treated as confidential.
- E. The division chair will summarize, in writing, the division's reasons for or against tenure in an objective and constructive form. This summary will be given to the Faculty member concerned.
- F. A Delta administrator who attained tenure while appointed to the Faculty at Delta College will retain tenure in the event that the person returns to a full-time teaching appointment.
- G. Procedure for Granting of Tenure:

NOTE: At the divisional level of this procedure for tenure, only tenured Faculty will participate in the evaluation process. In computing any time limit specified under this procedure, Saturdays, Sundays, official College closings, and holidays will be excluded.

1. Individuals who are eligible for tenure will consult with their division chair. (It is recommended this should be done by the tenth [10] week of the Winter semester preceding the year in which the candidate is to be considered.) The division chair will advise the candidate in preparing his or her necessary data. (When the candidate is a division chair, the appropriate academic dean or appointed representative will substitute for the division chair in this procedure.)
2. The candidate will use a peer review committee.

3. The division chair will arrange and chair a meeting(s) of the division Faculty to consider each individual. Within one (1) week after the conclusion of the division process, a Faculty recommendation will be determined by a vote of the tenured division Faculty. A positive recommendation will require at least a two-thirds (2/3) majority of those Faculty casting positive and negative votes; otherwise the recommendation will be negative. The candidate will be notified, in writing, of the decision. At the request of the candidate, a written statement of reasons will be furnished within the next five (5) days. This statement will be prepared by the division chair.
4. Refer to section I., F., items 4 through 13 of this policy. These items also apply for tenure.

### III. Guidelines for Promotion and Tenure:

Each division will have written, dated guidelines in the Senate Office within one (1) year of the date this policy is approved by the Board of Trustees. These guidelines will be approved by a majority of the members in each division.

*(I. B. Revised) Board Action 4304 – May 14, 2002*  
*(I.F.6. Revised) Board Action 3945 - November 11, 1997*  
*Board Action 3622 - May 9, 1995*  
*Board Action 2489 - February 11, 1986*  
*Board Action 2051 - January 12, 1982*