

CHAPTER IV PERSONNEL/FACULTY SPECIFIC

A. FACULTY PROMOTION IN RANK & TENURE

Policy Statement (Approved by the MSC Board of Regents June 17, 2014)

Murray State College recognizes four classifications of academic rank: 1) instructor; 2) assistant professor and tenure; 3) associate professor and tenure; and 4) professor and tenure. Regular full-time permanent faculty are ranked as an instructor upon employment in a full-time permanent faculty position. Regular full-time permanent faculty have the opportunity to apply for promotion in academic rank and tenure as outlined in the Faculty Promotion in Rank and Tenure Procedure. Monetary incentives for promotion in rank and tenure may be provided based upon the specified procedures and the availability of funds.

Procedure

The criteria for the rankings, as well as procedures for advancement of rank, are included in the following procedure.

1. Procedures for Recommendation for Promotion in Rank and Tenure:
 - a. The faculty member submits a letter of intent to apply for advancement in rank to the division chair by December 1 if eligibility criteria are met.
 - b. The division chair sends a recommendation for rank advancement to the Vice President for Academic Affairs (VPAA), who then forwards it to the chair of the Academic Rank/Tenure Committee (AR/TC). The AR/TC then sends notification to the faculty member. The AR/TC is a standing committee composed of advanced rank/tenured faculty with three members elected by the Faculty Assembly and two members appointed by the VPAA. In the event that there are more than eight applicants for advanced rank/tenure, a second committee will be formed in the same manner.
 - c. The faculty member under consideration for promotion in rank must submit the following to the Office of Academic Affairs by January 25 of the application year:
 1. A written cover letter,
 2. A current vitae including listings of criteria to be considered for advancement,
 3. A reference letter from his/her division chair (or the VPAA when a division chair is applying for rank) and a fellow MSC faculty member,
 4. Documentation of the required minimum number of "Expected" (70%) or higher faculty evaluations,
 5. A written narrative explaining fulfillment of the criteria for rank advancement.
 6. Submit four narratives regarding professional development experiences for each year of service being considered in the advancement.
 7. Additional evidence supporting or proving advancement criteria may be requested by the AR/TC.
 - a. The faculty AR/TC reviews the written narrative and supporting evidence and presents its recommendation to the VPAA by March 25. The AR/TC may recommend a rank lower than the one for which the faculty member is applying, but may not recommend removal of any rank that the faculty applicant has already earned; i.e., if an applicant applies for the rank of associate professor, but the AR/TC feels that the applicant does not meet the qualifications for associate professor, but does meet the qualifications for assistant professor, the AR/TC may recommend the rank of assistant professor.
 - b. The VPAA forwards, with any additional comments and recommendations, the list of candidates to the President by April 15.
 - c. The President makes all final decisions regarding promotion in rank.
 - d. Tenure will be granted with the faculty member's first successful advancement in rank. Tenure is defined as the status that may be granted to a faculty member to continue in a position in which he/she has been employed, based on availability of funds and job performance.
 - e. Incoming Faculty: After one year of successful faculty performance, incoming faculty can apply for a specific rank commensurate with their past academic rank and/or experience.
 - f. Existing Faculty: Existing tenured faculty can apply directly for any specific higher rank for which they meet both combined time and other requirements, even if they did not formally apply for those intervening ranks.

CHAPTER IV PERSONNEL/FACULTY SPECIFIC

2. Guidelines in Determining Qualifications for Promotion in Rank per Level

The following guidelines are presented for use in determining an individual's qualifications for promotion in rank.

- a. Instructor: Faculty employed at the rank of instructor must present evidence of scholarship, teaching ability, and practical experience. The official academic transcript must include evidence of course concentration (i.e., major or equivalent) and/or technical specialty within the discipline in which that person is required to teach.
- b. Assistant Professor: The candidate eligible for rank of assistant professor must fulfill the following requirements:
 1. For faculty teaching within the Associate in Science/Arts (general education) programs: earned at least a master's degree from an accredited university relevant to the coursework to be taught. For faculty teaching within the Associate in Applied Science programs: earned at least a baccalaureate degree from an accredited university relevant to the coursework to be taught.
 2. Have completed at least four years full-time faculty employment in higher education, and/or career and technology education, at the end of the current academic year, with at least 2 years at MSC.
 3. Complete a minimum of four professional development experiences each year and provide a one-page narrative of its application to the instructional process for each experience; or, if the faculty member is engaged in completing graduate hours beyond the master's degree, provide four one-page narratives regarding four specific applications learned in the graduate coursework.
 4. Make a significant contribution to institutional advancement through leadership.
 5. The following items must be submitted:
 - a. A written cover letter,
 - b. A current vitae including listings of criteria to be considered for advancement,
 - c. A reference letter from his/her division chair (or the VPAA when a division chair is applying for rank) and a fellow MSC faculty member,
 - d. Documentation of at least three "Expected" (70%) or higher faculty evaluations,
 - e. A written narrative explaining fulfillment of the criteria for rank advancement.
 - f. Submit four narratives regarding professional development experiences for each year of service being considered in the advancement.
 - g. Additional evidence supporting or proving advancement criteria may be requested by the AR/TC.
- c. Associate Professor: The candidate eligible for rank of associate professor must fulfill the following requirements:
 1. Earned a master's degree from an accredited university relevant to the coursework to be taught and eight years full-time faculty employment in higher education, and/or career and technology education, two of which at MSC; or earned a doctorate with four years of faculty employment in higher education, and/or career and technology education, two of which at MSC.
 2. Complete a minimum of four professional development experiences each year and provide a one-page narrative of its application to the instructional process for each experience; or, if the faculty member is engaged in completing graduate hours beyond the master's degree, provide four one-page narratives regarding four specific applications learned in the graduate coursework.
 3. Make a significant contribution to institutional advancement through leadership.
 4. Active participation in a discipline-based state, regional or national organization; or make significant contribution to the academic discipline at a regional, state, or national level.
 5. The following items must be submitted:
 - a. A written cover letter,
 - b. A current vitae including listings of criteria to be considered for advancement,
 - c. A reference letter from his/her division chair (or the VPAA when a division chair is applying for rank) and a fellow MSC faculty member,
 - d. Documentation of at least three "High Performing" (80%) or higher faculty evaluations,
 - e. A written narrative explaining fulfillment of the criteria for rank advancement.

CHAPTER IV PERSONNEL/FACULTY SPECIFIC

- f. Submit four narratives regarding professional development experiences for each year of service being considered in the advancement.
- g. Additional evidence supporting or proving advancement criteria may be requested by the AR/TC.
- d. Professor: The candidate eligible for rank of professor must fulfill the following requirements:
 1. Earned a doctorate from an accredited university relevant to the coursework to be taught and eight years of faculty employment in higher education, and/or career and technology education, four of which at MSC; or earned a master's degree from an accredited university relevant to the coursework to be taught and twelve years of full-time faculty employment in higher education, and/or career and technology education, four of which at MSC.
 2. Complete a minimum of four professional development experiences each year and provide a one-page narrative of its application to the instructional process for each experience; or, if the faculty member is engaged in completing graduate hours beyond the master's degree, provide four one-page narratives regarding four specific applications learned in the graduate coursework.
 3. Active participation in a discipline-based state, regional or national organization; or make significant contribution to the academic discipline at a regional, state, or national level.
 4. Make a significant contribution to institutional advancement through leadership.
 5. The following items must be submitted:
 - a. A written cover letter,
 - b. A current vitae including listings of criteria to be considered for advancement,
 - c. A reference letter from his/her division chair (or the VPAA when a division chair is applying for rank) and a fellow MSC faculty member,
 - d. Documentation of at least three "High Performing" (80%) or higher faculty evaluations,
 - e. A narrative supporting criteria being reviewed for advancement.
 - f. Submit four narratives regarding professional development experiences for each year of service being considered in the advancement.
 - g. Additional evidence supporting or proving advancement criteria may be requested by the AR/TC.
 - e. Evaluations: If there are not a sufficient number of completed faculty evaluations on file, requirements for minimum number of evaluations may be reduced in lieu of a letter of verification by the division chair or a reference letter by the acting VPAA or two letters of recommendation by peer department members. Any available completed faculty evaluations within the past four years should be produced for application.
 - f. Professional development narratives: In the first year of implementation, applicants for advanced rank must submit from the previous year a minimum of four one-page narratives of professional development experiences. For each succeeding year, applicant must add another year's worth of experience narratives, up to the fourth year of implementation.

3. Evidentiary Criteria for Promotion in Rank

The following are examples the candidate might use in documenting continuing performance in specific areas. These are only examples, and the candidate is not confined to the use of only these examples. The items used must be documented.

- a. Superior Teaching and Classroom-Related Duties:
 1. Positive peer and/or student evaluations.
 2. Improve or develop techniques in teaching and learning.
 3. Develop supplemental materials for instruction.
 4. Unsolicited letters from students or others.
 5. Student advisement/tutoring activities beyond the normal expectation.

CHAPTER IV
PERSONNEL/FACULTY SPECIFIC

- b. Professional Growth and Development:
 - 1. Complete annual faculty evaluation.
 - 2. Participate in seminars and workshops, including written narrative of application to the instructional process.
 - 3. Participate in the Oklahoma Association of Community Colleges (OACC) activities, etc.
 - 4. Participate in professional organizations within area of specialty.
 - 5. Present paper(s) to professional organizations.
- c. Scholarship:
 - 1. Formal educational pursuits that result in a quality transcript.
 - 2. Continuing education.
 - 3. Certification(s) in area(s) of specialization.
 - 4. Publish papers, articles, etc.
 - 5. Regional, state, or national recognition in field of specialization.
- d. Leadership through Institutional Service:
 - 1. Serve on standing and ad hoc committees.
 - 2. Participate in professional organizations.
 - 3. Appear on TV, radio, or other media.
 - 4. Provide graduation advisement.
 - 5. Participate in recruitment activities.
 - 6. Sponsor student organizations, judging teams, etc.
 - 7. Organize special days/activities, such as: Scholastic Contests, Business Day, Academic Bowl, Speech Contests, etc.
 - 8. Participate in campus activities.
- e. Leadership through Institutional Responsibilities:
 - 1. Serve as officer (chair, etc.) of institutional committee.
 - 2. Serve as chair of an academic department or program.
 - 3. Serve on institutional committee/council.
 - 4. Provide assistance in policy/procedure development.
 - 5. Promote and perpetuate a positive culture within the institution.
- f. Leadership through Community Service:
 - 1. Speak to community or professional groups.
 - 2. Participate in civic groups.
- 3. Provide consultation within academic field to a community group.
- 4. Participate in Chamber of Commerce, City Council, etc.
- 5. Sponsor organization(s) such as 4-H, Boy Scouts, etc.
- 6. Compensation for Promotion in Rank
 - a. After final approval by the President, the faculty member will receive the following amounts added to annual salary, beginning at the start of the next academic year:
 - 1. Assistant Professor: \$1000
 - 2. Associate Professor: \$2000
 - 3. Professor: \$3000
 - b. These amounts added to the annual salary are cumulative. If a faculty member advances directly to a rank more than one level above the current rank (e.g., from Assistant Professor to Professor), the faculty member does receive the added amounts attributable to the intervening rank(s). Compensation for Promotion in Rank is considered a stipend for payroll purposes, not an increase to the base salary; and, it is based upon the availability of funds.
- 5. Procedures for Renewal of Advanced Rank Faculty Pay
 - a. At the end of five years subsequent to being granted advancement in rank, the faculty member is formally reviewed by the AR/TC. Faculty members who have achieved annual evaluation performance points equal to or above an expected (70%) rating and who have received no annual rating below expected (70%) during the five-year period will automatically be renewed for an additional five years without further review. Should the faculty member have annual evaluation(s) that fall below expected (70%), the faculty member being reviewed has the opportunity to provide a written narrative providing justification and documentation for any faculty evaluation that falls below the expected (70%) rating.
 - 1. The Rank Advancement Committee will obtain a list of eligible candidates from the MSC Human Resources Department by January 25 during the fifth year of rank advancement.

CHAPTER IV PERSONNEL/FACULTY SPECIFIC

2. The Committee will notify eligible candidates by February 15 of review requirements.
3. The candidate will submit any requested information or documentation by the first Monday after the scheduled Spring Break.
 - b. During the division chair's annual performance review of the faculty member, the division chair determines if he/she supports continuation of advanced rank faculty pay. The division chair may send a request to the AR/TC to review the renewal of advanced rank faculty pay for a faculty member, if deemed necessary, before the end of five years at a given rank.
 - c. After reviewing the documentation, the AR/TC makes recommendations to the VPAA, who then forwards recommendations, with any comments, to the President. The recommendation includes one, or more, of the following:
 1. Continued advanced rank pay.
 2. Continued advanced rank pay with stipulations pertaining to professional improvement to be attained by a definite period.
 3. Probation for a definite period of time to make appropriate professional and/or personal adjustments.
 4. Discontinuance of advanced rank pay.

B. TENURE

Policy Statement (Board Approval Date: 3/22/11)

The state of Oklahoma is an "at-will" employer, and as a state agency MSC is an "at-will" employer. "At-will" employment is terminable at the will of either the employee or employer. Further, promises or representations made by anyone concerning the conditions of employment, express or implied, does not negate the right of the College to dismiss employment at any time, with or without cause. However, the Board of MSC recognizes the importance of establishing personnel procedures which provide the faculty and other employees' protection against arbitrary and capricious acts of administrators, employees, peers, Board members, legislators, and members of the lay public; and provide the institution protection against indolence, complacency, incompetence, and unproductiveness of faculty and other employees. (See Chapter III: Personnel.)

Procedures and General Overview

1. A faculty member is granted tenure with the first successful advancement in rank. Tenure is defined as the status that may be granted to a faculty member to continue in a position in which he/she has been employed, based on availability of funds and job performance as indicated by annual faculty evaluation. Librarians and other learning resources personnel with similar responsibilities are considered as faculty members for tenure and rank advancement purposes. Tenure does not apply to an administrative position.
2. Because of the budget balancing amendment of the Oklahoma Constitution, the Board cannot obligate funds in excess of the unencumbered balance of surplus cash on hand. Consequently, the Board may not obligate itself by binding appointments beyond a current fiscal year for salaries or compensation in any amounts to its employees. The Supreme Court of Oklahoma has strictly construed this constitutional provision by ruling that any liability sought to be incurred in excess of current revenues on hand is void.
3. The terms and conditions of every appointment should be stated in writing in the job description and be in the possession of both the institution and the faculty member before the appointment is consummated. Tenure is granted only by written notification.

C. ACADEMIC FREEDOM

1. The faculty member is entitled to freedom in the classroom and in discussing his/her subject, but he/she will be objective in his/her teaching of a controversial matter which has relation to his/her subject, of controversial topics introduced by students, and will not introduce into his/her teaching controversial matters which have little or no relation to his/her subject.

CHAPTER IV PERSONNEL/FACULTY SPECIFIC

2. Each faculty member is an individual, a member of a learned profession, and a representative of an educational institution. When he/she speaks or writes as an individual, he/she should be free from institutional censorship or discipline, but his/her special position in the community imposes special obligations. As a person of learning and as an institutional representative, he/she should remember that the public may judge his/her profession and his/her institution by his/her utterances. Hence, he/she should at all times be accurate, should exercise appropriate restraint, should show respect for the opinion of others, and should make every effort to indicate that he/she is not an institutional spokesperson.

D. FACULTY GUIDELINES AND EXPECTATIONS

Procedure

1. Absences from Duty: Any faculty member that will be away from his/her duties should file (five days before departure) a Request for Leave of Absence form (available on the MSC Commons/MSC Forms). Any faculty member who deliberately misses a class, makes a habit of dismissing early, does not maintain proper office hours, or who is absent from the campus without clearance will be subject to dismissal.
2. Adjunct/Overload Pay – Installments: Adjunct instructors requesting to be paid in installments for the fall semester are paid the last working day of the month (as designated by the state of Oklahoma) in September, October, November, and December. Installments for the spring semester are paid the last working day of the month (as designated by the state of Oklahoma) in February, March, April, and May. This schedule is contingent upon receiving the employment paperwork on or before the 16th of September for the fall semester and the 16th of February for the spring semester.
3. Adjunct/Overload Pay – Lump Sum: Instructors for the fall and spring regular semester who are paid one lump sum will receive payment on the date that semester grades are due provided employment paperwork is submitted to the Human Resources Office on or before the 16th of the previous month.
4. Adjunct/Overload Summer Pay: Summer instructors are paid in one installment the last working day in July (as designated by the state of Oklahoma) after grades have been submitted to the Registrar provided the employment paperwork is received on or before the 16th of the month.
5. Advanced Study and Professional Growth: It is recommended that each faculty member improve his/her professional status by accumulating as many hours in his/her major field of concentration as possible. Faculty members are encouraged to pursue continuing education in their major field of study.
6. Assessment of Courses by Students: Each semester, students complete course assessment surveys.
7. Cancellation of Classes Due to Insufficient Enrollment: The recommendation for canceling a class must be made in concert with the appropriate supervisor. (If a class is cancelled, a student is not penalized.) Prior to cancellation, the following items will be considered:
 - a. Will the instructor remain fully occupied if the class is cancelled?
 - b. Is the instructor's load beyond 15 hours?
 - c. How will the instructor become fully occupied if the load is less than 15 hours?
 - d. Is the class necessary for graduation?
 - e. Can the load be balanced within the division?
8. Class Schedules: The chief academic officer, with the assistance of the Academic Council, will arrange and publish the schedule of classes each semester. The schedule will reflect an attempt to equalize the teaching loads and class size, balance the work of instructors and students daily throughout the week, eliminate course conflicts, make maximum utilization of space and physical properties, and addresses student needs. The class schedule, as printed, must be followed as to meeting time, days, and length of the class meetings. Any deviation from the printed schedule should be an unusual occurrence and must be approved by the appropriate supervisor.
9. Class Rosters: Class rosters may be accessed online through Campus Connect.