

# KETTERING COLLEGE COMMITTEE CHARTER

## Promotions

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| <b>Name:</b>                    | Promotions Committee  |
| <b>Purpose:</b>                 | The Promotions Committee is the principal faculty body charged with the fair, uniform, and objective evaluation of faculty members in all divisions and departments of the College who seek promotion in academic rank and recommending to administration those faculty who merit rank promotion.   |
| <b>Status and Type:</b>         | Permanent College Administrative Committee  |
| <b>Membership:</b>              | <ol style="list-style-type: none"> <li>1. Membership shall be established through the standard process used by the Collegiate Life Committee; however, committee members shall have input regarding the addition of new members.</li> <li>2. The committee is faculty driven and shall consist of 6-7 members of the teaching faculty who hold the rank of associate professor or professor. A minimum of two members should hold the rank of professor.</li> <li>3. Membership shall represent a variety of disciplines at the College.</li> </ol> |
| <b>Term:</b>                    | <ol style="list-style-type: none"> <li>1. Members are expected to serve for a minimum of three years but may seek approval from the Promotions Committee to continue for up to an additional three years.</li> <li>2. The chair is elected every two years from/by the committee membership and may be reelected once.</li> </ol>   |
| <b>Chair:</b>                   | The chair must hold the rank of professor and have served on the committee for at least one year.   |
| <b>Meeting Frequency:</b>       | Monthly during the fall and winter semesters. Additional meetings at the call of the chair.   |
| <b>Minutes:</b>                 | Distributed to the membership by the chair. Minutes shared as needed with other entities at the college. Because of sensitivity and confidentiality of some of the discussions in the committee, not all details of the committee's deliberations will be included in the minutes and shared with all college personnel.  |
| <b>Input From:</b>              | All administrative and academic departments, staff, and college governance entities   |
| <b>Reports To:</b>              | The office of the academic dean   |
| <b>Scope of Responsibility:</b> |   |
| <b>To Act:</b>                  | <ol style="list-style-type: none"> <li>1. Promote and work for the recognition of high standards in learning facilitation, conduct, spiritual leadership, scholarship, and service among those who are advanced in rank</li> </ol>  |
| <b>To Recommend:</b>            | <ol style="list-style-type: none"> <li>1. Consider and recommend to College Council guidelines related to the criteria for advancement in rank of faculty</li> <li>2. Conduct an annual review of faculty seeking promotion in rank and make recommendations to the appropriate dean regarding changes in rank</li> </ol>   |
| <b>Committee Procedures:</b>    | <ol style="list-style-type: none"> <li>1. Review the charter annually and revise as necessary throughout the academic year. Changes or modifications to be implemented in the upcoming academic/contract year unless extenuating circumstances require mid-year implementation.</li> <li>2. Provide opportunity for faculty members to learn about the promotion process</li> </ol>   |

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|                        | <ol style="list-style-type: none"> <li>3. Collaborate with academic deans and College Council/General Assembly regarding faculty qualifications for promotion</li> <li>4. Collect and review portfolios</li> <li>5. Make promotion recommendations to the academic dean of the respective applicant</li> <li>6. Review and revise the promotion policy annually or as necessary. Changes or modifications to be implemented in the upcoming academic/contract year unless extenuating circumstances require mid-year implementation.</li> </ol> |
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| <b>Date of Origin:</b> |   |
| <b>Last Reviewed:</b>  | <b>March 2024</b>   |
| <b>Last Revised:</b>   |   |
| <b>Approved By:</b>    | <b>College Council</b>  |
| <b>Effective Date:</b> |   |