



UNIVERSITY OF ARKANSAS
PULASKI TECHNICAL COLLEGE

TO: Dr. Don Bobbitt, President UA System Office
FROM: Dr. Ana Hunt, Interim Chancellor
DATE: October 20, 2022
RE: Board of Trustees Regular Agenda Items – November 2022 Meeting

The items listed below will need Board of Trustees approval during the November 15-16, 2022 meeting.

Promotion and Rank Policy

The University of Arkansas – Pulaski Technical College seeks approval of the Promotion and Rank policy. UA-PTC plans to use this system of promotion and advanced ranks to recognize and support the exceptional teaching, scholarship, leadership, and service of faculty, empower faculty to reach their full potential, and maintain a spirit of excellence and engagement in providing a high-quality education for students, in accordance with the mission of the college.

3.40 Promotion and Rank Policies

University of Arkansas – Pulaski Technical College

Introduction

UAPTC recognizes and supports faculty exceptional teaching, scholarship, leadership, and service to the college using a system of promotion and advanced ranks. Applying for the advanced ranks of Associate Teaching Professor or full Teaching Professor, is an optional, voluntary process initiated by the faculty member. Care shall be taken to ensure that each faculty member is familiar with the contents and steps of the process, and the dean, department chairperson, or other appropriate official shall supply a copy to each new member.

Because it is in the best interest of the University of Arkansas-Pulaski Technical College and its students to have a highly-skilled and motivated faculty that consistently seeks out professional development and growth, UAPTC's Faculty Senate has worked with campus leadership to provide this Promotion and Rank System. Faculty engagement and excellence should be encouraged by rewarding dedicated faculty for their hard work, skillful pedagogy, as well as service to the institution, their field, and the community.

This system is designed to empower faculty to reach their full potential through goal-setting and recognition of excellence. In addition to developing depth within their content area, it emphasizes breadth and balance across three domains of academic, service, and professional achievements. It is framed by a promotion scale, including a new title at each new rank.

Participation in the following advancement system is voluntary for faculty members. Non-participation will have no effect on any faculty member's employment status and may not be used as punishment. Faculty will continue to participate and must achieve appropriate performance levels through the annual institutional evaluation of all employees. The purpose of the system is to recognize and support faculty members that go above and beyond what is already required for employment at UAPTC as noted in the Employee Manual as well as the Faculty Handbook.

This plan is drafted in accordance with [University of Arkansas System Board of Trustees Policies](#), specifically 400-series policies regarding Faculty and Staff.

Responsibilities of Faculty Employment

Responsibilities of an assistant teaching professor include activities associated with teaching/learning, scholarly, creative, and professional development activity, institutional obligation, advising, service, and fulfillment of workload expectations. Each individual is also expected to contribute toward accomplishment of the College's strategic goals. Membership in the academic profession carries with its responsibilities for the advancement or application of knowledge and pedagogy, the intellectual growth of students, and the improvement of society. Faculty must order and evaluate their activities in terms of their commitment to these goals, as well as in terms of their personal and professional development. Moreover, faculty of UA-PTC have an obligation to understand the nature of this institution, and to appreciate its unique characteristics, its philosophy, mission, and objectives, and to work effectively to achieve those ends.

Each faculty member is expected to conduct himself/herself in a professional manner. This includes, but is not limited to, working collaboratively and collegially with deans/department heads, colleagues and staff. Academic standards are to be upheld not only in the classroom, but in all segments of the faculty member's professional life.

Authority to hire and retain faculty is vested in the chancellor. Recommendation by the provost/vice chancellor, in consultation with the appropriate dean, will have first been provided to the chancellor.

Annual performance expectations are defined by the College in consultation with shared governance, and are the blueprint of the upcoming year's work for the faculty member. Successful faculty will consistently demonstrate certain key behaviors and attitudes. These include, but are not limited to, the following:

- active involvement in enrollment, advising, retention, shared governance, and graduation efforts;
- facilitation of students' preparation for education in the college classroom and the practice of those skills.

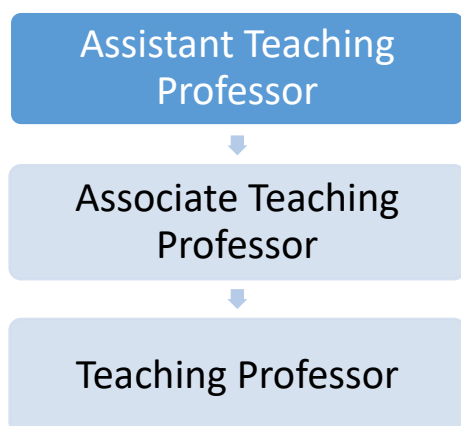
Position descriptions and rankings are described as follows.

Assistant Teaching Professor

This position is a teaching, scholarship, and service-centric, full-time position. The expectation at this rank is that the faculty member will provide satisfactory performance of all elements included in the faculty job description. The policy and process governing re-appointment and non-reappointment of faculty is set forth in UAPTC Policy 405.1.1, in accordance with UA System policy 405.1.

Advanced Faculty Ranks

The Promotion and Rank system rewards service beyond the minimum duties required of an assistant teaching professor. Advancing in rank requires promotion through the review process. The advanced faculty ranks and descriptions are as follows:



Associate Teaching Professor

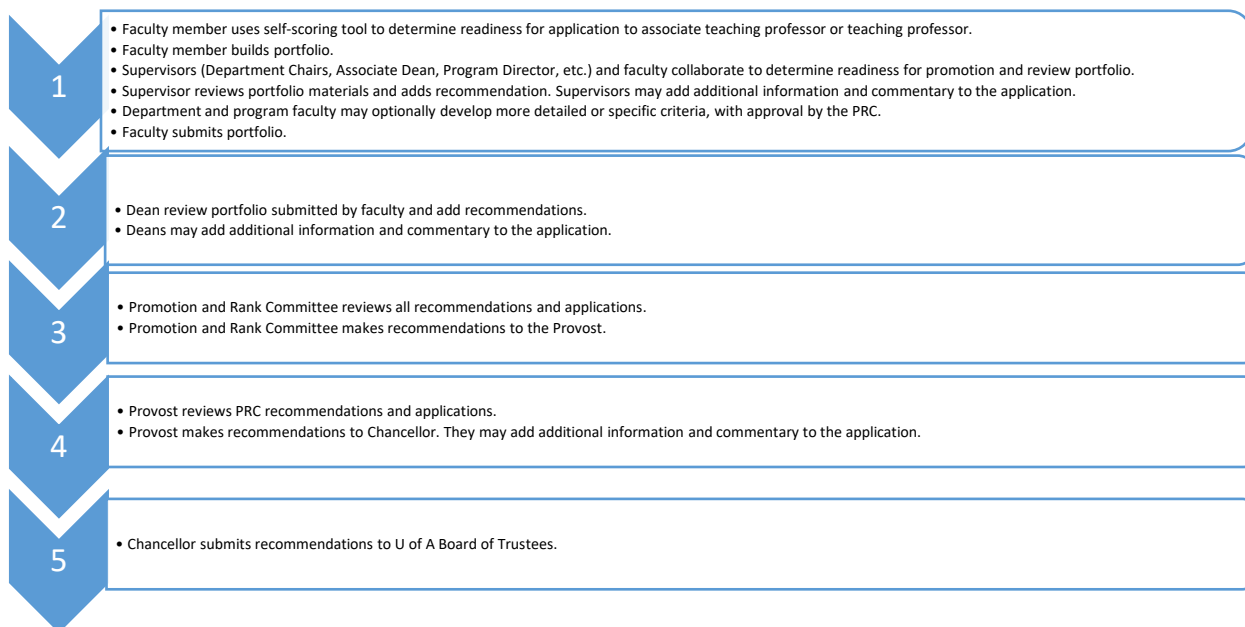
The rank of Associate Teaching Professor is a teaching, scholarship, and service-centric, full-time position. The expectations at this rank is the faculty member will provide evidence of excellence in teaching, scholarship, and service to the college. This rank demonstrates excellence beyond the satisfactory performance of faculty at the Assistant Teaching Professor level. The policy and process governing re-appointment and non-reappointment of faculty is set forth in UAPTC Policy 405.1.1, in accordance with UA System policy 405.1.

Teaching Professor

The rank of Teaching Professor is a teaching, scholarship, leadership, and service-centric, full-time position. The expectations at this rank is the faculty member will provide additional evidence of long-term excellence in teaching, scholarship, leadership, and service to the college. This rank demonstrates a long-term commitment to excellence beyond the satisfactory performance of faculty at the Associate Teaching Professor level. The policy and process governing re-appointment and non-reappointment of faculty is set forth in UAPTC Policy 405.1.1, in accordance with UA System policy 405.1.

Promotion Process

The following diagram outlines the steps in UA-PTC's promotion process.



The process is developed, implemented, and maintained by the Promotion and Rank Committee (PRC) of the Faculty Senate, in consultation with the provost, chancellor, and faculty administrators. The Promotion and Rank Committee consists of faculty members chosen as described in the committee charter. The PRC will provide the

application form, list of minimum requirements, promotion process timeline, and organize all professional development training, mentoring, and guides for promotions. The PRC will also develop a post rank review process. The PRC will be available to assist in this process at any step, as requested. Previously promoted faculty will serve to mentor faculty through the process as needed. Initially PRC members from each school will mentor, until there are sufficient promoted faculty can take over the role.

The PRC will set general expectations for promotion across the college. Faculty from individual departments and programs can set more specific or detailed expectations, as agreed upon by majority of faculty in their unit. Faculty interested in promotion will consult the self-scoring tool to assess if they are ready to apply for promotion. Faculty will collaborate with their supervisor (department chair, program director, or immediate supervisor normally involved in their Faculty Evaluation Process) on their portfolio and application. Faculty may include up to two faculty recommendations to the portfolio if desired. During the entire process, no person can add or remove items from the application except for the faculty member. Faculty member is responsible for the portfolio content.

The faculty member will prepare their portfolio and application and collaborate with their supervisor. The supervisor may add additional information and commentary on the faculty member's performance. The dean will then add recommendations to the portfolio, including their own additional information and commentary on the faculty's performance. Faculty will submit portfolio to PRC.

The PRC will review all applications submitted, before selecting which to recommend to the provost. The PRC will ensure applications are complete and consistent, and may return them for additional information, clarification as it deems fit, or for re-application in the next cycle. The PRC will select applications for recommendation to the provost.

The provost will review all applications submitted by the PRC, and recommend those they see fit to the chancellor. The chancellor will review all applications from the provost, and submit those they deem fit to the U of A Board of Trustees for final approval.

Additional Information on Promotion

The promotion system only recognizes service to the college and higher education while a full-time faculty member at UAPTC, which may include service during visiting appointments, unless otherwise specified. Activities undertaken while a visiting instructor may be included as evidence for the portfolio. There is no time restriction on when an individual may apply for promotion; however, applicants are limited to applying only twice every three years.

If a faculty member is not recommended for promotion by the Promotion and Rank


Committee, and chooses to appeal, the individual must submit an appeal form to the Faculty Grievance Committee, as per the Employee Grievance Procedures outlined in the employee [handbook](#) within ten days of not being recommended for promotion.

Associate teaching professors and teaching professors are expected to continue their exceptional contributions to the college. Faculty earning these higher titles will require periodic review to maintain their rank, subject to exceptions due to unusual circumstances, parental or other leave, as determined by the Promotion and Rank Committee.

Timeline

- Application/portfolio submission due date to PRC – September 15
- Review of applications by PRC period – September 16 – November 15
- Recommendations to Provost – November 30
- Recommendation from Provost to Chancellor- Jan 15
- Chancellor Recommends to Board of Trustees – Feb 1
- Provost announcement of promotions – May 1
- Annual review of process by PRC – March 15

**University of Arkansas Pulaski Technical College
Shared Governance Proposal Signature and Codification Page**

Name of Shared Governance Proposal	Promotion and Rank Policy and Process
Sponsoring Group/Council	Promotion and Rank Committee and Faculty Senate
Date Approved by Sponsoring Group/Council	October 5, 2022
Date Approved by College Council	October 14, 2022
Does this shared governance proposal need to be reviewed by U of A System Legal Counsel? <ul style="list-style-type: none"> • No • Yes • If yes, what date was the proposal reviewed by U of A System Legal Counsel? 	Yes. Sarah James has reviewed the policy and returned it to UA-PTC October 7, 2022
Does this shared governance proposal need to be approved by the U of A Board of Trustees? <ul style="list-style-type: none"> • No • Yes • If yes, what date will the U of A Board of Trustees review the proposal and what was the decision? 	Yes. U of A BOT will review on November 15-16, 2022
Where should this shared governance proposal be codified? <ul style="list-style-type: none"> • UA-PTC Policy/Procedure on website • UA-PTC Employee Manual • UA-PTC Faculty Handbook • UA-PTC Faculty Senate Constitution • UA-PTC Faculty Senate By-Laws • UA-PTC Staff Senate Constitution • UA-PTC Shared Governance Guidelines Manual 	UA-PTC Faculty Handbook
Chancellor Signature	
Date of Chancellor's Signature	10/20/2022