



## Policy

PROMOTION – FACULTY

DCB.606

EFFECTIVE DATE: NOVEMBER 2017

REVISED: APRIL 2025

### Statement of Purpose

The purpose of faculty rank at Dakota College at Bottineau is to recognize and reward faculty members for their professional competence and contributions to the institution. Established procedures and criteria for achieving and advancing rank ensure that high-quality performance is acknowledged and rewarded. As outlined in SBHE Policy 605.1 Academic Appointments, faculty are classified as employees who have appointments that are probationary, tenure, or special.

### Guidelines for Initial Faculty Rank

- a.     Lecturer:       Defined as temporary/part-time
- b.     Instructor:     Defined as full-time/permanent  
                          Bachelor's Degree preferred
- c.     Assistant Professor: Defined as full-time/permanent  
                                  Minimum of bachelor's degree - Master's preferred  
                                  Minimum of three years teaching experience at DCB
- d.     Associate Professor: Defined as full-time/permanent  
                                  Minimum of master's degree in a related field  
                                  Minimum of six years teaching experience at DCB or  
                                  awarding of tenure
- e.     Professor:       Defined as full-time/permanent  
                                  Minimum of master's degree in related field  
                                  Minimum of 12 years teaching experience at DCB

### Guidelines for Promotion

- a.     The promotion guidelines are designed to recognize and encourage faculty members' performance, professionalism, and contributions to the college's mission. These guidelines set high expectations for achievement while also acknowledging the distinctiveness of individual faculty, their departments, and their disciplines.
- b.     In order to be recommended for promotion, the applicant must, in addition to meeting the minimal criteria for consideration, provide evidence of quality teaching, professional growth and achievement, scholarship, and service to the college and the community.
- c.     If a new employee enters the institution at a higher rank than lecturer, as determined by the Campus Dean, those number of years of minimum teaching experience at DCB will be waived for all future promotions.



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### Criteria for Promotion

- a. Evidence of effective teaching, e.g., results of student evaluations, annual performance evaluations, ongoing improvement in teaching practice, updating and modifying courses, and assessment activities.
- b. Evidence of professional growth and achievement, e.g., professional organizations and activities, workshops attended and given, publishes articles in appropriate journals or presses, presents at conventions or meetings of professional organizations, secures grant funding, demonstrates professional conduct through ethical behavior and positive collaboration with others.
- c. Evidence of contributions to student growth and development, e.g., advising students, advising and contributions to student clubs and organizations, and contributing to a positive learning environment.
- d. Evidence of college and community service e.g. activities and volunteer efforts which result in positive publicity and recognition for the faculty member and the college.

### Promotion Process

- a. The applicant shall submit an application letter for promotion consideration, including a promotion packet of supporting materials to the Promotion and Ranking Committee by January 15.
- b. The committee will then recommend or not recommend the candidate for a promotion to the Campus Dean and inform the candidate in writing of its recommendation.
- c. In case of unsatisfactory determination by the committee, the candidate shall have the right to request an appearance before the committee to speak on his/her behalf for reconsideration.