



## Ohio Administrative Code

### Rule 3358:5-3-23 Faculty promotion policy.

Effective: [November 17, 2022](#)

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- (A) Clark state college supports a promotion system for faculty that is designed to reward individual performance that contributes to the colleges mission.
- (B) The ranks that have been established as part of the system are those that are reflective of higher education institutions across the nation. These include instructor, assistant professor, associate professor, and professor.
- (C) A progression in leadership responsibilities is critical to the advancement of faculty from one rank to the next.
- (D) Eligibility requirements, established by the college, include educational attainment and work experience as appropriate to the rank to which the person is applying.
- (E) Faculty seeking promotion submit evidence of their achievements according to set criteria, including effective teaching/learning, professional growth, and service to the college and community.
- (F) Peer review by colleagues is an essential component of the system.
- (G) Promotion must be earned and is not automatic.
- (H) The college president is the final authority for all decisions related to promotion.
- (I) The provost/VPAA shall ensure that a promotion calendar is established for timely process completion.
- (J) General guidelines for candidates for promotion shall be as follows:



- (1) Guidelines for submission of applications in response to the promotion criteria are sent to all eligible faculty by the promotion committee by the end of the third full week of October.
  
- (2) The promotion committee shall review the materials submitted for consideration. The promotion committee shall verify whether or not the faculty member has met the minimum requirements for promotion. If the minimum requirements are not met, the committee shall take no further action and shall not review the submitted materials.
  
- (3) Meeting minimum requirements does not mean that a recommendation for promotion is automatic. Submitted materials shall be organized in a manner that facilitates review; simply listing accomplishments may not be adequate. Explanations of the exact nature of the contributions may be necessary. Promotion materials shall be reviewed and evaluated by the committee against the promotion requirements for the rank sought in order to determine whether or not the candidate will be recommended for promotion.
  
- (4) A pattern of contributions over the years is more meaningful than a flurry of activity just prior to promotion eligibility.