

SOUTH DAKOTA BOARD OF REGENTS

Policy Manual

SUBJECT: Rank and Promotion

NUMBER: 4:11

1. Academically Related Position Titles

The following titles shall have the meanings indicated for persons employed by the Board of Regents. They are used for the purposes specified and do not denote membership in the general faculty unless so designated by the President in accordance with established policy.

- A. Lecturer is a title given to a person qualified to teach in areas related to the academic concerns of a department or school but is not qualified for appointment to the permanent faculty. The title may not be used for continuing basis.
- B. Visiting Professor (Assoc. Prof., etc.) is a title given to a person holding the specified rank at another institution, and who is on temporary visiting status.
- C. Adjunct Professor (Assoc. Prof., etc.) is a title given to a person whose primary employment is outside of the institution but who is given a courtesy appointment with or without a specific teaching/research assignment.
- D. Research Professor (Assoc. Prof., etc.) is a title which is given to a person who is assigned to an externally funded research center or assigned to an externally funded position in the Institute for Atmospheric Science or the School of Medicine.
- E. Coach is a title given to a person assigned primarily to coaching duties in intercollegiate or intramural athletics and sports. Academic assignment may be denoted by an additional title and a percentage of load which may permit the individual to become eligible for tenure consideration.
- F. Teaching Assistant or Associate or Research Assistant (includes Laboratory Assistant) is a title given to enrolled graduate students who are assigned responsibilities in teaching, research, and/or laboratory supervision on a limited or part-time basis. The assistant normally carries a reduced course load based on his work assignment.
- G. Research Associate is a title given to full-time or part-time exempt staff members who have high level research skills and who are employed for specific responsibilities in research or specialized technical activities.

- H. Postdoctoral Research Associates are individuals with recently granted degrees of doctor of philosophy or medical doctor, or the equivalent, who are primarily involved in continuing post graduate education or training in conducting research. Postdoctoral Fellows may also be unpaid visitors.

2. Rank Qualification for Employment and Promotion for Higher Education Institutions

The rank qualifications which are set forth below are minimums for consideration for employment and promotion. All reference to teaching or research experience in rank qualifications listed below shall mean full-time academic year appointments. For the purposes of this Chapter, one year of full-time successful service with the Agricultural Cooperative Extension Service is equivalent to one year of successful college teaching or research experience.

3. Minimum Rank Qualifications

A. Instructor:

- 1) Earned master's; or
- 2) Other degrees or qualifications recognized under academic program or discipline accreditation standards.

B. Assistant Professor:

- 1) Earned master's plus thirty (30) additional semester hours of graduate credit in fields related to assigned responsibilities and three (3) years of successful college teaching or research experience in appropriate fields (or appropriate equivalent experience); or
- 2) Earned doctorate or a post-graduate degree, other than a doctorate, recognized by the institutional administration as terminal for the faculty members' discipline; or
- 3) Evidence of scholarship consistent with institutional standards implementing BOR Policy 4:38.

C. Associate Professor: (Tenurable)

- 1) Earned doctorate and five (5) years of successful postdoctoral college teaching or research experience in appropriate fields (or appropriate equivalent experience); or

- 2) A post-graduate degree, other than a doctorate, recognized by the institutional administration as terminal for the faculty members' discipline, and five (5) years of successful post-degree college teaching or research experience in appropriate fields (or appropriate equivalent experience).
- 3) Evidence of external recognition for scholarly accomplishment.

D. Professor: (Tenurable)

- 1) Earned doctorate and ten (10) years of successful postdoctoral college teaching or research experience in appropriate fields (or appropriate equivalent experience); or
- 2) A post-graduate degree, other than a doctorate, recognized by the institutional administration as terminal for the faculty members' discipline, and ten (10) years of successful college teaching or research experience in appropriate fields (or appropriate equivalent experience).
- 3) Evidence of external recognition for ongoing scholarly accomplishment and leadership.

E. Assistant Research Professor:

- 1) An earned doctorate.

F. Associate Research Professor: (Eligible for continuing appointment)

- 1) Earned doctorate and six (6) years of successful research experience in appropriate fields (or appropriate equivalent experience).

G. Research Professor: (Eligible for continuing appointment)

- 1) Earned doctorate and ten (10) years of successful research experience in appropriate fields (or appropriate equivalent experience).

4. Minimum Promotion Eligibility Criteria

The minimum eligibility criteria for consideration for promotion in rank shall be:

A. Instructor to Assistant Professor (Academic):

Three (3) years in rank, including at least two (2) in the institution; high level of performance in the areas of responsibilities commensurate with promotion to the rank of Assistant Professor.

B. Assistant Professor to Associate Professor (Academic):

Four (4) years in rank in the institution; high level of performance in the areas of responsibilities commensurate with promotion to the rank of Associate Professor.

C. Associate Professor to Professor (Academic):

Five (5) years in rank in the institution; high level of performance in the areas of responsibilities commensurate with promotion to the rank of Professor.

D. Assistant Research to Associate Research Professor:

Four (4) years in rank in the institution; high level of performance in the areas of responsibilities commensurate with promotion to the rank of Associate Research Professor.

E. Associate Research Professor to Research Professor:

Five (5) years in rank in the institution; high level of performance in the areas of responsibilities commensurate with promotion to the rank of Research Professor.

All reference to years in rank herein shall mean full-time academic year appointments, or their equivalents, for the regular faculty ranks and full calendar years, or their equivalents, for research ranks. Where part-time experience is to be recognized, it shall be recognized on a pro-rata basis.

In addition to the minimum promotion eligibility criteria set forth in this section, to be awarded promotion in rank, faculty members must meet institutional performance standards for persons holding the instructional rank sought. Applicants for promotion in research ranks must document research achievement and productivity comparable to the highest research standards observed nationwide.

5. Exceptions

Upon the recommendation of the institutional President, the Board may grant exceptions to the minimum rank qualifications or the promotion eligibility criteria relating to the minimum number of years in rank in the institution or both. The Board shall consider for promotion under this Section only those faculty members who, in the judgment of the Board, have demonstrated that their level of performance and/or professional qualifications are notably excellent and sufficient to offset the lack of a required degree or years in rank.

6. Promotion and Tenure Committee Formulation

- A. The institutional promotion and tenure committee shall consist of elected members of the faculty and members of the administration. The composition of the committee shall be: fifty percent (50%) faculty members; fifty percent (50%) administrators. Each President shall determine the total number of members for the institutional promotion and tenure committee at each institution.
 - 1) The faculty representatives on the institutional promotion and tenure committee shall be elected by the faculty as soon as practicable after the commencement of school activities in the fall. Membership terms shall be for three (3) years.
 - 2) Vacancies shall be filled according to procedures established for the original appointment. Election procedures shall be determined by the faculty and the election shall be conducted under its auspices. Election procedures must provide all faculty members with equal opportunities to be nominated for committee membership with the exception that faculty members, who themselves are to be considered for promotion or tenure, are not eligible for membership on the promotion and tenure committee during the academic year in which their promotion or tenure is being considered.
- B. Administrators shall be appointed by the President.
- C. There shall be, in addition to the institutional promotion and tenure committees at USD and SDSU, college or school promotion and tenure committees as the case may be. At all institutions, departments or other appropriate administrative units may petition the President for the creation of a promotion and tenure committee for the respective department or unit. If approved, the President shall determine the membership consistent with the ratio and constituency heretofore established for the institutional promotion and tenure committee.
- D. Each promotion and tenure committee shall be given institutional guidelines to be utilized in promotion and tenure recommendations.
- E. The promotion and tenure committees shall make their recommendations to the administrator of the applicable department or appropriate unit. Administrators shall consider the recommendations of their departmental or unit promotion and tenure committee in formulating their recommendations to the next level of the process.

7. Procedures for Promotion Recommendations

- A. Faculty members who wish to be considered for promotion shall submit a completed application for promotion, together with supporting documents, to their immediate supervisor no later than October 5. Such application shall allow the promotion and

tenure committee's access to the faculty member's personnel file. It is the responsibility of the faculty member to prepare documentation appropriate for use by the promotion and tenure committees and appropriate administrators in judging the faculty member's qualification for promotion. This documentation must accompany the request to the immediate supervisor for consideration. This documentation and the recommendations of the department head (and of the departmental promotion and tenure committee, if any) shall be forwarded by the department head to the administrator responsible for the process at the college/school level or institutional level, whichever is applicable, no later than a date to be set by the Board. Faculty members who wish to be considered for promotion will notify their immediate supervisor in writing no later than October 5. Such notification will allow the promotion and tenure committees access to the faculty member's personnel file and individualized professional development plans. It is the responsibility of the faculty member to prepare, assemble and submit no later than October 5 all favorable documentation which is appropriate and upon which the faculty member relies to establish performance commensurate with the award of the rank sought as required under Section 4:11(4). Each institution may stipulate certain desired elements or format for the documentation, which shall be made available to faculty members in written form. This documentation must accompany the request to the immediate supervisor for consideration. The immediate supervisor, and any other administrators, including the president, who review the file in order to make independent recommendations, may supplement the material assembled by the faculty with information obtained from other sources, and they may base their recommendations upon such additional information, provided that such additional information is included in the file together with the materials assembled by the faculty member. This documentation and the recommendations of the department head (and of the departmental promotion and tenure committee, if any) will be forwarded by the department head to the administrator responsible for the process at the college/school level or institutional level, whichever is applicable, no later than November 5.

- B. If the institution has college or school promotion and tenure committees, the recommendations of the appropriate administrator (and of the college or school promotion and tenure committees) will be forwarded by that administrator, with the supporting documentation, to the President or designee no later than December 1 for consideration by the institutional promotion and tenure committee.
- C. The institutional promotion and tenure committee will review all materials and may consult with applicable college, school, or departmental promotion and tenure committees, and in addition, may consult with the faculty member or other individuals as it deems appropriate. After such consultation, the institutional promotion and tenure committee will add its recommendation and forward all information to the president no later than January 20 of each academic year. The working papers and files of the promotion and tenure committee(s) will remain confidential; except that, subsequent to the Board's final determination, the president will have the written recommendations of administrators with supervisory

responsibility for the faculty member placed in the faculty member's personnel file, together with any additional materials that they may have secured to assist in formulating their opinions.

- D. The President will make the institutional recommendation to the Board by April 15. At the request of the faculty member, the recommendation of the institutional promotion and tenure committee will accompany the institutional recommendation to the Board. The faculty member will be notified no later than April 1 of the year in which the faculty member is being considered for promotion, of whether the president will recommend promotion to the Board. Such notice will indicate the institutional promotion and tenure committee's recommendation. If the president intends to recommend that promotion be denied, the president will, upon receipt prior to April 15 of a written request, within fifteen (15) working days of the request provide reasons in writing for the decision. The reasons given shall be substantive in nature and shall transcend the mere fact of the recommendations by the committees by including the opinions of the president from the information available to him/her. The faculty member may file a written request for reconsideration within ten (10) working days of receipt of the president's reasons for denial of promotion. The request should specify the grounds and considerations that the faculty member believes warrant a different result. The president, after reviewing the request, shall notify the faculty member in writing, within ten (10) working days, of the final institutional recommendation to be forwarded to the Board and of its basis. The rights to obtain reasons and to request reconsideration shall not expand the rights and limitations under BOR Policy 4:7.(8).
- E. Effective the 2010 – 2011 academic year, faculty members appointed to tenure track appointments who have not been promoted to the rank of associate professor must apply for such promotion at the beginning of their fifth year of tenure track service. Faculty members who complete their fifth year of tenure track service without being granted promotion to the rank of associate professor will be offered a single term contract for the following academic year. This term contract is not subject to renewal, and the faculty member will be ineligible for reappointment after it expires.
- F. No promotions shall be granted unless funds exist to provide for an increase in salary, and an increase in salary is given.

8. Procedure for Awarding Promotion in Research Ranks

- A. The institution's chief research officer shall establish a promotion and continuing appointment review committee. Until such time as twelve or more research faculty members have been appointed to continuing appointments, the promotion review committee membership shall comprise the chief research officers of other system institutions that host research centers, together with two additional representatives from the institution, designated by the institutional president.

- B. Research faculty members who wish to be considered for promotion will notify their immediate supervisor in writing no later than October 5. Such notification will allow the continuing appointment review committee access to the faculty member's personnel file. It is the responsibility of the research faculty member to prepare, assemble and submit no later than October 5 all favorable documentation which is appropriate and upon which the faculty member relies for favorable action. Each institution may stipulate certain desired elements or format for the documentation, which shall be made available to research faculty members in written form. This documentation must accompany the request to the immediate supervisor for consideration.
- C. The promotion review committee shall review the qualifications of each applicant for a promotion to determine whether the applicant has satisfied the provisions of Section 4:11(4). To assist in the evaluation of performance, the promotion review committee may solicit outside reviews. The promotion review committee shall deliver its recommendation to the institution's chief research officer and Vice President for Academic Affairs no later than December 15, and the research officer and Vice President for Academic Affairs will forward that recommendation, together with such additional comments as they may deem appropriate, to the institutional president by January 1. The work product of the promotion review committee shall remain confidential.
- D. The applicant shall be notified, not later than March 1 of the year in which the research faculty member is being considered for tenure, of what the institutional president shall recommend to the Board regarding the faculty member's tenure status. Such notice shall indicate the promotion review committee's recommendation. If the institutional president intends to recommend that the promotion be denied, the institutional president shall, upon request, within fifteen (15) working days of the request, provide reasons in writing for the decision.
- E. The institutional president shall make a recommendation to the Board not later than April 1. This recommendation shall be based upon the provisions of Section 4:11(4), as well as upon the other provisions and requirements of this Chapter and upon an assessment of the candidate's past contributions and promise of future contributions to the goals and missions of the research center program.
- F. The final decision whether to grant a promotion to any applicant shall remain exclusively with the Board.

SOURCE: BOR, August, 1979; BOR, June, 1987; BOR, June, 1993; BOR, May 2002; BOR, August 2004; BOR August 2008; BOR April 2009.