



POLICY AND PROCEDURE

TITLE:	Faculty Promotions
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POLICY STATEMENT:

Goodwin University faculty may progress through four levels of rank: *Instructor, Assistant Professor, Associate Professor and Professor*. Deans assign an appropriate level of faculty rank at the time of hire. Full-time faculty may apply for promotion in rank after meeting qualifications related to length of service, teaching excellence, service, and scholarship.

As described in the Faculty Handbook, the following positions have been established for full-time ranked faculty: *Instructor, Assistant Professor, Associate Professor, and Professor*.

Qualifications for Appointment: Deans and Program Directors must have, at minimum, an earned master's degree from a regionally accredited institution in an appropriate academic discipline. All Deans must have a minimum rank of Associate Professor. All Program Directors must have a minimum rank of Assistant Professor.

Instructor: Master's degree in an appropriate discipline from a regionally or nationally accredited institution; prior teaching experience preferred.

Assistant Professor: Minimum of a master's degree in an appropriate academic discipline from a regionally or nationally accredited institution; teaching experience at the instructor level; and the required items in teaching, service, learning from Appendix 1 (Full-Time Faculty Promotion Matrix).

Associate Professor: Minimum of a terminal degree in an appropriate academic discipline from a regionally accredited institution; minimum of five years of successful teaching at an institution of higher education, at least three years of which must be at Goodwin University (waiver of five years may be granted under exceptional circumstances); and the required items in teaching, service, learning from Appendix 1 (Full-Time Faculty Promotion Matrix).

Professor: Doctoral degree in an appropriate academic discipline from a regionally or nationally accredited institution; minimum of 10 years of successful full-time teaching at an institution of higher education, at least 3 of which must be at the rank of Associate Professor at Goodwin University (waiver of 10 years may be granted under exceptional circumstances); and the required items in teaching, service, learning from Appendix 1 (Full-Time Faculty Promotion Matrix)

PROCEDURE DETAILS:

This procedure describes the process used by the University to determine faculty promotion in rank.

Areas of Responsibility

Full-Time Faculty

- Complete the application process for promotion with guidance from Promotion Committee members and the Promotion Liaison within their school.
 - Request an electronic, Canvas portfolio from the Online Studies Department
 - Create a portfolio that includes an Introduction, Teaching, Service, and Scholarly Activity folder (templates available in the Canvas shell)
 - Use the Promotion Items to guide selection of portfolio contents (see Appendix 2: Full-Time Faculty Promotion Items List)

Deans

- Recommend faculty for promotion in writing (letter included in the portfolio)

Office of the Provost and Dean of Faculty

- Attends Promotion Committee meetings
- Records and stores Promotion Committee meeting documentation
- Conveys the Promotion Committee decisions verbally and in writing to the applicant
- Provides the Vice President of Human Resources with a copy of the letter for the faculty member's personnel file
- Updates an electronic worksheet that tracks promotions

Vice-President of Human Resources

- Attends Promotion Committee meetings
- Maintains a copy of the letter for the faculty member's personnel file
- Ensures that Paycom is updated to reflect accurate faculty member rank
- Updates an electronic worksheet that tracks promotion

Promotion Committee

- Meets regularly to evaluate portfolios and to decide whether to approve or deny promotion requests

The following table describes the process for faculty:

Step 1: Request a promotion shell from Online Studies / Complete a portfolio

- ☒ Assemble a portfolio of evidence in support of promotion
 - Organize the portfolio using the template headings:
Introduction
Teaching
Service
Scholarly Activity

Step 2: Promotion Committee

The Promotion Committee will meet to review the portfolio application during the summer semester.

- ☒ The Dean of Faculty and Promotion Committee Chair will communicate the Promotion Committee decision to the faculty member by the end of the summer semester.

All appointments are effective for the fall semester.

PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

☐ UNIVERSITY CATALOG

☐ STAFF HANDBOOK

☒ FACULTY HANDBOOK

☐ STUDENT HANDBOOK

DEFINITIONS:

The functions of the professorate that are evaluated for promotion are based on Boyer's (2012) model of scholarship. Teaching excellence requires that faculty use models and practices that achieve optimal student learning. Service includes all activities that aid the community in addressing societal problems within the University, local, national, and international communities. Scholarship is both the discovery of new knowledge through innovation and research, and the application of that knowledge across disciplines. Scholarship involves a commitment to learning and developing expertise in one's career field. Examples of teaching, service, and scholarship by faculty rank are included in Appendix 2 (Full-Time Faculty Promotion Items List).

EXCLUSIONS:

At times, search for new faculty members does not generate candidates with the above degrees to fill positions that require highly specialized skills. For example, certain fields, including the creative arts and computer specialties, do not always have highly defined or prevalent Master's degree tracks. In such cases, the Provost and Dean of Faculty, based on the recommendation of the Dean, will review candidates to determine if they have appropriate alternatives to Master's degrees. On occasion, Goodwin University will consider applicants who have a minimum baccalaureate degree plus five (5) years of experience in the appropriate field plus additional certification, such as CPA, RT, or MCSE (Microsoft Certified Systems Engineer) or minimum baccalaureate degree plus ten (10) years of experience in the appropriate field plus enrollment in a Master's program in the appropriate academic discipline. In the latter case, the individual is expected to complete the Master's program within five (5) years of date of hire.

Furthermore, in rare cases, the University may hire a new faculty member at the rank of Associate Professor when there is demonstrated teaching experience elsewhere.

OFFICES DIRECTLY AFFECTED BY THE POLICY:

Deans and Associate Deans
Provost and Dean of Faculty
Vice President of Human Resources

HISTORY:

Created May 2013
Revised March 2014
Reviewed by Deans/Chairs/Faculty Senate Leadership Spring 2014
Approved by Academic Affairs June 2014
Reviewed February 2016
Re-formatted February 2017
Re-formatted and updated 2019
New Logo and University added January 2020
Revised July 2025

EFFECTIVE DATE:	Fall 2013
RESPONSIBLE OFFICE (ONLY ONE):	Office of the Provost
REVIEW DATE:	Annually

APPENDIX:

1. **Full-Time Faculty *Promotion Matrix created by the Faculty Senate*** defines and provides an overview of the promotion system.
2. **Full-Time Faculty *Promotion Items List created by the Faculty Senate*** defines and provides examples of teaching excellence, service, and scholarship.