

Faculty Senate Minutes

September 5, 2014

Lynn Library, Room 207

Call to Order, Susan Burks, President, at 3:00 p.m

Members Present	Susan Burks, Reem Witherspoon, Heather Voran, Doug Adcock, LaVon Barrett, Craig Clifton, Monty Downs, Deborah Harding, Brian Jacob, Alan Kee, Scott Rankin, Angie Ross, Sam Schwarzlose, Mark Shadix, Jim Taylor, Kerrie Young, Derek Weathersbee
Members Absent	Brian Farmer, Penelope Davies
Guests	Dr. Russell Lowery-Hart, AC President, Edie Carter on behalf of Penelope Davies

Topics	Discussion/Information	Actions/Decisions Recommendations/Timelines
	President's Report	
Approval of Minutes	May 2014 minutes were approved by acclamation	
Committee Appointments	If you feel that a committee that you have been assigned to really does not fit you, let Susan know.	Deborah Harding will be added to the Courtesy Committee
Rank and Tenure Policy	Former Rank and Tenure chairs were appointed to look at the rank and tenure policy. Senators were emailed a copy of it for review.	See attached.
College organization changes/Senate representation	With the changes of organization, Senate needs to change the by-laws. As we are no longer in divisions, we need to change senate representation to fit the current organization. Senate voted to create a By-Laws task force, with Deborah Harding as chair.	Deborah Harding volunteered to look at the current by-laws and begin this process. There will be an election to have a new senator represent ACcess Learning, and Reem Witherspoon will represent Mathematics.
Board of Regents meeting update	<ul style="list-style-type: none"> ● Russell was officially named president at the most recent Board of Regents meeting. ● Terry Hawthorne is the new Energy Conservation Specialist. Russell recommends that we invite him to a senate meeting. ● Faculty got a 2% raise. 	

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	Guest Speaker	
Russell-Lowery-Hart's remarks to Senate	<ul style="list-style-type: none"> • Susan pointed out that Russell is an advocate for faculty, and we are fortunate to have him in his new position as president. • Russell wants senate to know that he welcomes and encourages open communication. We need to be open to dialogue about what is best for everyone rather than assuming the worst, and to look out for one another. • Concerning the VPAA search, Jerry Moller will be interim VPAA. Bob Austin will chair the search committee. 	
	Secretary's Report	
Google Drive for Senate Documents	<ul style="list-style-type: none"> • In an effort to go paperless, and to make all senate documents available to all senators, Heather has placed all Senate documents on Google Drive and shared a Faculty Senate folder with all senators • These documents include archived Faculty Senate files from 2006-present. Heather showed the location of the documents and their organization structure to the senate. This includes folders for each senate committee to keep working copies of documents if they choose to do so. 	If any senators want training in how to access and use these files, Heather will provide a brief training before the October meeting.
	Committee Reports	
Courtesy	1 card was sent for a family death	
Elections	There will be an election for ACcess Learning Piper Professor Award will be coming up soon	
Legislative	No report	
Mead Award	There will be letters sent to all nominees of the 2014	

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	award	
Professor Emeritus Award	No report	
Questions	No report	
Salary	No report	
Technology	Heather's report	
Faculty Survey	The committee will give an update in October	
Hospitality	No report	
Faculty Development	ACTS was amazing.	
Instructional Technology	No report	
Pinning	No report	
Faculty Committee Appointments	No report	
No Excuses Core Team	This is a college-wide committee that drives initiatives on student success and No Excuses. Senate officers were recently invited to serve on this committee, and they will report to the senate about it in the future.	
New Business		
Updates and Announcements		

Recorder: Heather Voran, Senate Secretary – Instructor, Center for Teaching and Learning

Rank and Tenure Committee Policy

- A. The purposes of the Rank and Tenure Committee are to review petitions in a collegial and impartial manner to ensure faculty follow the established Faculty Handbook Policy. The Committee makes recommendations for or against advancement to Tenure and promotion in Professorial Rank to the Vice-President of Academic Affairs.
- B. The Rank and Tenure Committee consists of eight faculty members who represent Arts and Sciences, Technical Education, Health Sciences, Academic Success and Center for Teaching and Learning at the college. Each of these divisions and/or groups elect faculty to serve on the committee. From those elected, the President's Cabinet will appoint a committee with a balance of tenured and non-tenured faculty and the different ranks.
- C. Committee members serve a three-year term with one-third of the membership elected each year. The second person from each group and/or division will serve as an alternate in the event appointed member cannot serve. Committee members must have served at Amarillo College for at least three years, hold the rank of Professor, Associate Professor or Assistant Professor and promoted in professorial rank while serving at the college and may not be currently serving as a Departmental or Program Director/Coordinator or Dean.
- D. In the event a Committee member petitions for Tenure and/or Professorial Rank, the alternate faculty representative will serve during that year's respective evaluation process(es).
- E. The Rank and Tenure Committee will meet at the discretion of its Chair and will select a new Chair for the next academic year at its last meeting in the spring.
- F. The Committee will not vote on rank/tenure petitions or elect the Chair without a quorum. A quorum, for the Rank and Tenure Committee, will be defined as 60% or more of its members in attendance.
- G. The Committee Chair will prepare agenda and maintain meeting minutes.
- H. The Committee members may be required to host informative sessions for petitioning faculty.
- I. The Committee must read and adhere to the stated policies for Tenure and Professorial Rank.
- J. The Chair will be responsible that all electronic petitions, approved or denied, will be placed in the Amarillo College Archives for the legal duration of five years.

Policy to Petition for Tenure

I. PURPOSES OF POLICY

The purposes of the Policy to Petition for Tenure are to:

- A. Define qualifications for advancement from non-tenured to tenured faculty member.
- B. Provide faculty with the process for creating the petition for Tenure.
- C. Provide the Rank and Tenure Committee with the process for evaluating petitions.

II. TENURE DEFINED

- A. Tenure is recognition of quality performance and longevity of service as demonstrated through a minimum of seven years of full-time probationary employment and consistent positive Faculty Performance Reviews. The following criteria is outlined in the Board Policy Manual:
 - 1. Tenure is defined as the confirmation by the Board acting on the recommendation of the College President, to elect a probationary faculty member to a faculty appointment for an indefinite period of time under which appointment such faculty member may be removed only for adequate cause, for the discontinuance of a course of study or financial exigency.
 - 2. The faculty member must have served seven years in a probationary status before Tenure can be granted; however, those who are employed after the beginning of the academic year will be required to serve remaining portion of the initial year plus seven additional academic years. Faculty members may petition for Tenure during their seventh year of employment.
 - 3. Time spent in a temporary appointment status may satisfy part of the probationary time requirement. The amount of such time to be counted is negotiable and shall be determined at the time of appointment to a full-time position; however, at least one year of probationary status is mandatory.
- B. Faculty may petition for Tenure only if a tenured position is available in their department. The Board Policy Manual states: "There must be a "tenure" position open in the program/department in which the faculty is serving in a probationary status. In each program/department with five or fewer faculty positions at least one shall be a "non-tenure" position. In each program with six to ten faculty positions, at least two shall be "non-tenure" positions. In programs/departments with more than ten faculty members, at least three positions shall be "non-tenure" positions."

III. PROCEDURES FOR CREATING A TENURE PETITION

- A. The immediate supervisor will work with the office of the Vice-President of Academic Affairs to provide the names of faculty who are qualified for Tenure.
- B. Faculty may consult with an online check sheet created as an outline of this policy to assist in developing the petition.
- C. The immediate supervisor will mentor the qualified faculty member to create the petition.
- D. Both faculty and supervisors are further encouraged to consult with the Rank and Tenure Committee for questions in developing the petition.
- E. The Rank and Tenure Committee will review all petition materials and make a recommendation to the Vice-President of Academic Affairs.
- F. The Petition shall include the following materials:
 - 1. Petition for Tenure form, signed by the Director of Human Resources, Faculty Member, Immediate Supervisor, and Dean (where applicable).
 - 2. Personnel Profile form from Human Resources.
 - 3. Letter from the petitioning faculty to the Vice-President of Academic Affairs requesting consideration for Tenure and summarizing the justification.
 - 4. Past five Faculty Performance Review documents.
 - 5. Letter from the faculty's immediate supervisor.
 - 6. Minimum of two letters of recommendation from faculty peers.
 - 7. Brief (no more than three pages) narrative addressing quality performance indicated in the Faculty Performance Review Program in the following areas:
 - a. Teaching Effectiveness Efforts
 - b. Non-Teaching Activities, Professionalism, Contributions
 - c. Goals
- G. The faculty member will submit all petition contents electronically. In addition, the original, signed Petition for Tenure form will be routed to the Rank and Tenure

Committee. The faculty member must review the “Petition Submission Policy” for further details.

H. The completed petition must be submitted on time.

IV. PROCEDURES FOR COMMITTEE TENURE EVALUATION

- A. The Committee will evaluate the petition with a rubric based on this policy.
- B. The Committee may contact the faculty member after submission for clarification purposes in the spirit of collegiality.
- C. In preparation for discussion, each committee member will review the petition and make a preliminary recommendation to approve or deny promotion.
- D. In quorum, the Committee will discuss the petition, verify all required documents, and make a final recommendation to the Vice-President of Academic Affairs. This final recommendation must be voted upon with a required supermajority (more than a simple majority) of the Committee members present to carry a decision.
- E. The Chair will prepare and send a formal letter to faculty members who were recommended or denied Tenure. If the Committee recommends denial, the letter will clearly document their reasons, highlight strengths, and include suggestions to improve the petition for future submissions.
- F. The Chair will communicate the Committee’s documented recommendations to the Vice-President of Academic Affairs which will include the signed Petition for Tenure Form and a copy of the formal letter to the petitioning faculty.

V. TIMETABLES

- A. The immediate supervisor will contact faculty who are eligible for Tenure through verification from the office of the Vice-President of Academic Affairs. The immediate supervisor will review the petition to determine its completeness, write a recommendation letter, sign the Petition for Tenure form, and forward the petition to the appropriate Dean if applicable.
- B. The Dean will review the petition, make a recommendation, and forward it to the Rank and Tenure Committee for review.
- C. The Committee will verify that all documents are in order and make a recommendation to the Vice-President of Academic Affairs who will make a recommendation to the President.
- D. The President will present all tenure recommendations to the Board of Regents for final approval.

- E. Petitioning faculty may withdraw their petition for Tenure at any point.
- F. All required recommendations in the petition process shall be either for or against approving Tenure. If Tenure is denied in any point of the process, reasons and recommendations for denial will be put in writing to the petitioner.
- G. In the event the petition is denied, the faculty member may appeal the decision through the “Rank and Tenure Appeal Policy.”
- H. The following timeline shall apply to Tenure:

Deadline for faculty to submit completed petition:

- Second Friday in October.

Deadline for supervisor(s) recommendation:

- Last workday in October.

Deadline for Committee recommendation:

- Second Friday in November.

Deadline for Vice-President of Academic Affairs recommendation:

- Last workday in November.

President’s presentation to the AC Board of Regents:

- After the November Board meeting.

President notifies faculty approved for Tenure:

- After Board of Regents’ approval.

Effective date for Tenure:

- September 1 of the following year.

Policy to Petition for Professorial Rank

I. PURPOSES OF POLICY

The purposes of the Policy to Petition for Professorial Rank are to:

- A. Define qualifications for advancement in Professorial Rank.
- B. Provide faculty with the process for creating the petition for Professorial Rank.
- C. Provide the Rank and Tenure Committee with the process for evaluating petitions.

II. PROFESSORIAL RANKS

Amarillo College recognizes and defines the following professorial ranks:

1. The Rank of Instructor

- a. Instructor is the first rank in the Professorial Rank system. Faculty members appointed to either a full-time/probationary or full-time/temporary position are instructors unless they meet qualifications for a higher rank. Time spent in a temporary appointment status may satisfy part of the probationary time requirement. The amount of time to be counted is negotiable and shall be determined at the time of appointment to a full-time status.

2. The Rank of Assistant Professor

- a. A faculty member must have served four academic years at Amarillo College as an Instructor. Faculty may submit a petition during their fourth year of service. The four-year minimum time requirement may be waived for faculty members who have an earned doctoral degree.
- b. Faculty whose position requires a minimum Master's degree must have completed a minimum of 15 graduate-level credit hours applicable to the position held (Master's + 15).
- c. Faculty not requiring a Master's degree for their position must have a Bachelor's Degree plus 15 graduate hours applicable to the position held even if their position does not require a minimum Bachelor's Degree.
- d. Faculty may substitute 6 of the 15 additional graduate credit hours with professional training activities (e.g. certification or apprenticeship) applicable to the position held and must be approved by the Vice-President of Academic Affairs.
- e. Courses and professional training activities must enhance the faculty member's performance above minimum standards for their profession and role(s) at Amarillo College and be approved by the immediate supervisor.
- f. Any Master's Degree requiring a minimum of 48 hours (Such as a Master's Degree in Fine Arts) will be equivalent to Master's + 12 hours. Any additional hours must be approved by the Vice-President of Academic Affairs.

3. The Rank of Associate Professor

- a. A faculty member must have served three academic years at Amarillo College as an Assistant Professor. Faculty may submit a petition during their third year of service as an Assistant Professor.

- b. Faculty whose position requires a minimum Master's degree must have completed a minimum of 30 graduate-level credit hours applicable to the position held (Master's + 30).
- c. Faculty not requiring a Master's degree for their position must have a Bachelor's Degree plus 30 graduate hours applicable to the position held even if their position does not require a minimum Bachelor's Degree.
- d. Faculty may substitute 12 of the 30 additional graduate credit hours with professional training activities (e.g. certification or apprenticeship) applicable to the position held and must be approved by the Vice-President of Academic Affairs.
- e. Courses and professional training activities must enhance the faculty member's performance above minimum standards for their profession and role(s) at Amarillo College and be approved by the immediate supervisor.

4. The Rank of Professor

- a. A faculty member must have served three academic years at Amarillo College as an Associate Professor. Faculty may submit a petition during their third year of service as an Associate Professor.
- b. Faculty whose position requires a minimum Master's degree must have completed a minimum of 45 graduate-level credit hours applicable to the position held (Master's + 45).
- c. Faculty not requiring a Master's degree for their position must have a Bachelor's Degree plus 45 graduate hours applicable to the position held even if their position does not require a minimum Bachelor's Degree.
- d. Faculty may substitute 18 of the 45 additional graduate credit hours with professional training activities (e.g. certification or apprenticeship) applicable to the position held and must be approved by the Vice-President of Academic Affairs.
- e. Courses and professional training activities must enhance the faculty member's performance above minimum standards for their profession and role(s) at Amarillo College and be approved by the immediate supervisor.

5. The Rank of Practitioner Professor

- a. Practitioner Professor provides a qualified faculty member the full rights and privileges of the rank of Professor based on a significant career of national and/or international reputation that brings prestige to the college. An adjective that indicates the petitioning faculty members' discipline must precede the word professor to delineate this exception from the traditional procedures for

advancement in professorial rank (i.e., “Medical Professor”, Scientific Research Professor; “Artist Professor”, etc...).

- b. A faculty member must submit a petition to the Rank and Tenure Committee that presents documented evidence that they meet the requirements for the professorial rank of Practitioner Professor.
- c. Must demonstrate a significant record of national and/or international reputation
- d. Must have a minimum of 20 years of professional field experience.
- e. Must have worked with the leaders in their profession.
- f. Must have worked in the most prestigious facilities of their discipline nationally and internationally.
- g. Must be the recipient of prestigious awards and significant honorary recognition.
- h. Must have three academic years at Amarillo College.
- i. Must meet the minimum academic requirements of SACSCOC either by exception or academic degrees.

III. OTHER QUALIFICATIONS FOR PROFESSORIAL RANK

Any full-time faculty member has the opportunity to petition for promotion in Professorial Rank provided that they meet the qualifications for a specific rank and demonstrate meritorious service to the college. Faculty in the Center for Teaching and Learning (CTL), Advising, Library, or similar positions will be provided the opportunity for rank advancement. In circumstances that limit the faculty from fulfilling the qualifications as outlined in this policy (i.e., teaching effectiveness), substitute qualifications may be determined by the Vice-President of Academic Affairs.

IV. MERITORIOUS PERFORMANCE

Meritorious performance is defined as superior service, a measure of those faculty activities which exceeds the standard expectations of a specific faculty position and which clearly shows the faculty member is of high value to the college. Faculty must demonstrate and document a theme of meritorious performance in each of the following four Performance Areas listed in the table below. Further, selected examples of Meritorious Performance are provided below as possible suggestions only. Faculty members are not expected to meet every example, and others could be included.

Performance Area	Selected Examples of Meritorious Performance
TEACHING EFFECTIVENESS	<ul style="list-style-type: none"> *Innovative use of technology to promote student success. *Inviting a colleague to your class to provide you with feedback about your teaching effectiveness. *Analyzing quantitative and qualitative data (e.g., Student evaluations and grade distributions that showcases teaching effectiveness). *Receiving superior ratings on faculty evaluations. *Receiving recognition for superior teaching.
SERVICE TO PROGRAM, DEPARTMENT/DIVISION, AND COLLEGE	<ul style="list-style-type: none"> *Exceptional service on program, department or division committees as task forces (e.g., Leadership role). *Exceptional service on at least one or more college-wide committees and/or task forces each year during the petition period (e.g., Leadership role) *Teaching a First Year Student course. *Sponsoring a student organization. *Exceptional recruiting and retention efforts. *Being a mentor.
PROFESSIONAL DEVELOPMENT	<ul style="list-style-type: none"> *Publishing in a recognized publication or writing a book related to one's discipline. *Participating in research relative to one's discipline. *Conducting performances and productions and presenting professional papers outside one's academic responsibilities.
SERVICE TO COMMUNITY	<ul style="list-style-type: none"> *Being a presenter at a local, regional, state, national, or international meeting. *Serving in professional organizations (e.g. actively serving as an officer, chairing a committee, developing a program) *Serving in communities (e.g., actively serving as a member on a community board, participating in civic and service activities, serving underserved populations, conducting outreach programs, and teaching individuals and groups in the community who represent the life span).

V. PEER MENTORING AND PROFESSORIAL RANK

Petitioning faculty members are encouraged to seek supervisors or other faculty mentors to help them through the Professorial Rank process. A mentoring relationship with an experienced faculty member can provide positive guidance, support, and advice for a less experienced faculty member.

VI. PROCEDURES FOR CREATING A PETITION

- A. The office of the Vice-President of Academic Affairs will provide the names of faculty who are qualified to petition to the Rank and Tenure Committee Chair, eligible faculty members, and their Dean early in the fall semester.
- B. The Rank and Tenure Committee Chair will email qualified faculty the policy for achieving Professorial Rank within one week of receiving the list of qualified faculty.

- C. Informational sessions may be made available through the Rank and Tenure chair or committee representatives from the petitioner's area. Additional resources such as power point presentation and examples of successful petitions will be available online.
- D. Petitioning faculty members are encouraged to confer with their immediate supervisors regarding the promotion process and appropriate policies. The immediate supervisor(s) are encouraged to suggest meritorious service opportunities, give feedback about the quality and quantity of their work, and provide encouragement. Both faculty and supervisors are further encouraged to consult with the Rank and Tenure Committee.
- E. All required recommendations on the Petition Form shall be either for or against promotion.
- F. The Petition shall include the following materials:
 - 1. The Petition for Promotion Form (online) must be signed by the Director of Human Resources, Faculty Member, Immediate Supervisor, Department Supervisor (where applicable) and Dean.
 - 2. Personnel Profile Form from Human Resources.
 - 3. A brief narrative must be included addressing how each of the promotion requirements to the next rank has been achieved (see Section II. PROFESSORIAL RANKS). This narrative is generally no more than one page in length and provides a foundation for the detailed narrative.
 - 4. A detailed narrative that thoroughly demonstrates meritorious performance of specific roles and responsibilities in each of the four areas:
 - a. Teaching Effectiveness
 - b. Service to the Program, Department/Division, and College
 - c. Professional Development
 - d. Service to the Community
 - 5. Required documentation must be provided for each section of the narrative as listed in the table below.

Section of Detailed Narrative	Required Documentation
TEACHING EFFECTIVENESS	<ul style="list-style-type: none"> *A summary narrative of student evaluations for the past three years if applicable. *Completed individual student evaluations including data and comments for the past three years if available. *Grade Distribution Reports. *Documentation of any teaching awards if applicable. *Copy of each Performance Review, signed by immediate supervisor(s), since last promotion or since hiring date.
SERVICE TO PROGRAM, DEPARTMENT/DIVISION, AND COLLEGE	<ul style="list-style-type: none"> *Records documenting service on college-wide/departmental standing committees or task forces since last promotion or since hiring date. *Documentation of any special award/recognition/nomination from a program, department, division or college if applicable (i.e.: Mead Award, Piper Award, innovation awards, notes of exceptional service, etc.).
PROFESSIONAL DEVELOPMENT	<ul style="list-style-type: none"> *Most recent copy of faculty development/continuing education transcripts from Human Resources. *A listing of recent professional development activities, if applicable, in the faculty member's discipline. *Copies of most recent college transcripts verifying professional rank eligibility. *Copies of most recent professional certification credentials if applicable. *Documentation to substantiate any research, grant writing, publications or consultations, if applicable, since last promotion or since hiring date. *Documentation of any special award/recognition from professional organization or development activity related to one's discipline if applicable.
SERVICE TO COMMUNITY	<ul style="list-style-type: none"> *Documentation of new or continuing community service since last promotion or since hiring date. *Documentation of new or continuing service in professional organizations since last promotion or since hiring date. *Documentation of any service awards/recognitions from community organization(s) if applicable.

6. A current job description or outline describing in detail routine duties specific to the position held.
 7. Letters of recommendation from at least two faculty peers.
 8. Letter from the faculty's immediate supervisor.
- G. The immediate supervisor will review the petition to ensure that all components are included and presented in a professional manner. The immediate supervisor will advise the faculty member if revisions are required when the documentation in the petition does reflect meritorious performance and/or is not presented in a professional manner.

H. The faculty member will submit all petition contents electronically. In addition, the original, signed Petition for Promotion form will be routed to the Rank and Tenure Committee. The faculty member must review the “Petition Submission Policy” for further details.

I. The completed petition must be submitted on time.

VII. PROCEDURES FOR EVALUATING PETITION FOR RANK

A. The Committee will evaluate the petition with a rubric based on this policy.

B. The Committee may contact the faculty member after submission for clarification purposes in the spirit of collegiality.

C. In preparation for discussion, each committee member will review the petition and make a preliminary recommendation to approve or deny promotion.

D. In quorum, the Committee will discuss the petition, document both positive attributes and areas for improvement, and make a final recommendation to the Vice-President of Academic Affairs. This final recommendation must be voted upon with a required supermajority (more than a simple majority) of the Committee members present to carry a decision.

E. The Chair will prepare and send a formal letter to faculty members who were recommended or denied promotion in Professorial Rank. If the Committee recommends denying promotion, the letter will clearly document its reasons, highlight strengths, and include suggestions to improve the petition for future submissions.

F. The Chair will communicate the Committee’s documented recommendations to the Vice-President of Academic Affairs which will include the signed Petition Form. Upon the Vice-President of Academic Affairs’ approval, the Chair will send a copy of the formal letter to the petitioning faculty.

VIII. TIMETABLES

A. The immediate supervisor will review the petition to determine its completeness, discuss it with the faculty member, and may request additional supporting statements, documents, and other pertinent information to substantiate meritorious performance. Following this initial review process, the immediate supervisor will make their recommendation and forward to the appropriate Dean unless the Dean is the immediate supervisor.

B. The Dean will review the petition, make their recommendation, and forward it to the Rank and Tenure Committee for review.

- C. The Committee will verify that all documents are in order and use this policy to determine whether meritorious performance has been demonstrated. The Committee will then make a recommendation to the Vice-President of Academic Affairs who will make a recommendation to the President.
- D. The President will present all approved Professorial Rank promotion recommendations to the Board of Regents for final approval.
- E. If, at any point in the promotion/review procedure, the Committee does not recommend promotion, it will put in writing the reasons and recommendations for improvement.
- F. Petitioning faculty may withdraw their petition for promotion in rank at any point.
- G. In the event the petition is denied, the faculty member may appeal the decision through the “Rank and Tenure Appeal Policy.”
- H. The review procedure will be conducted in the last academic year of service of a particular rank. The following timeline shall apply to all promotions:

Deadline for faculty to submit completed petition:

- Second Friday in February.

Deadline for supervisor(s) recommendation:

- Last workday in February.

Deadline for Committee recommendation:

- Second Friday in April.

Deadline for Vice-President of Academic Affairs recommendation:

- Last workday in April.

President’s presentation of approved recommendations to the AC Board of Regents:

- May Board meeting with the exception of an appeals process.

President notifies the faculty member approved for promotion:

- After the Board of Regent’s approval.

Effective date for promotion:

- September 1

Petition Submission Policy

- I. The petitioning faculty member is solely responsible for submitting a complete and professional presentation of a Tenure or Professorial Rank petition. Faculty should plan and prepare a petition well in advance of the stated policy deadlines.
- II. Tenure and Professorial Rank Petitions will be submitted electronically using the following guidelines:
 - A. Faculty will enter the appropriate Petition Submission Portal (see below for the links) and follow the instructions for submission.
 - B. Faculty will upload the required documents in the fields provided on the submission webpage and will ensure that all documents are legible and correctly uploaded.
 - C. Faculty will prepare all electronic copies of the required documents by converting them into .PDF (Portable Document Format).
 - D. Faculty will prepare all hardcopies of the required documents by scanning and saving them electronically as .PDF.
 - E. Faculty may blackout any personal information, such as addresses, Social Security numbers, salaries, etc., listed on the required documents.
 - F. Faculty may receive assistance in scanning and/or converting documents at the Center for Teaching and Learning.
- III. After the electronic petition is completed, a hard copy of the signed Petition for Tenure or Petition for Promotion Form will be routed to the Rank and Tenure Committee.
- IV. Access to the following Electronic Links (hyperlinks TBD):
 - [Tenure Petition Submission Portal](#)
 - [Professorial Rank Petition Submission Portal](#)
- VI. According to state law, regardless of whether a petition is approved or denied, Amarillo College must keep the faculty member's electronic petition for five years from the submission date. At the conclusion of that time, the college will erase the files. The faculty member should keep a personal copy of the petition as the college will not be obligated to return the submitted, electronic files.

Rank and Tenure Appeal Policy

A faculty member, who is denied advancement to Tenure or Professorial Rank promotion, has the right to appeal the Rank and Tenure Committee's decision and must do so in writing to the Vice-President of Academic Affairs. Tenure appeals must be submitted by December 7, and Rank appeals must be submitted by May 7. The Vice-President of Academic Affairs will review

the appeal and decide if it warrants an arbitration process. If he/she approves the arbitration process, the decision rendered by an Arbitration Committee will be binding and final.

The arbitration process is based in accordance with the following guidelines:

- A. The arbitration process consists of four previous Chairs of the Rank and Tenure Committee. These previous Chairs will be selected at the discretion of the Vice-President of Academic Affairs. If one or more previous chairs are not available to serve on the Arbitration Committee, the Vice-President of Academic Affairs will appoint alternate member(s) from the faculty who have previously served on the Rank and Tenure Committee.
- B. The newly formed Arbitration Committee will meet to identify one of the members as Chair and establish direction for the proceedings.
- C. The Arbitration Committee will review the faculty member's petition.
- D. The Arbitration Committee will interview the Rank and Tenure Committee about the reasons for its denial decision.
- E. The Arbitration Committee will interview the faculty who is contesting the denial decision by the Rank and Tenure Committee.
- F. The Arbitration Committee will deliberate and arrive at a binding decision, with a required supermajority (more than a simple majority), to either affirm or overturn the Rank and Tenure Committee's decision to deny the contesting faculty member's petition.
- G. The Chair of the Arbitration Committee will communicate the Committee's documented decision to the Vice-President of Academic Affairs.
- H. The Chair, with the counsel of the Arbitration Committee, will also prepare a formal letter to the contesting faculty member and the Rank and Tenure Committee detailing the decision that will be reviewed by the Vice-President of Academic Affairs.
- I. The Tenure arbitration process will conclude by February 1, and the Rank arbitration process will conclude by June 1.
- J. If the Arbitration Committee overturns the Rank and Tenure Committee's decision, Tenure or Professorial Rank must still be approved by the Board of Regents.