

**Policy Name:** Promotion and Sustaining Rank - SCHS  
**Policy Number:** ADM 6.02  
**Title of Policy Owner:** Vice President, RHEI  
**Policy Type:**  RHEI/Shared Services  BSMCON  SCHS  SOMI  
**Approved by:** RHEI Leadership Team  
**Effective Date:** 8/1/2023  
**Version:** 1.0  
**Policy Status:** Approved

**I. Policy**

As Southside College of Health Sciences(SCHS) is an institution of higher education, it is the policy of the College to provide a mechanism for full-time faculty to apply for promotion in rank and to maintain rank.

**II. Purpose**

The purpose of this policy is to provide clarity to faculty regarding the available ranks and the process for applying for promotion in rank and the requirements to sustain rank.

**III. Scope**

This policy applies to all full-time faculty of SCHS as defined.

**IV. Definitions**

None

**V. Policy Details**

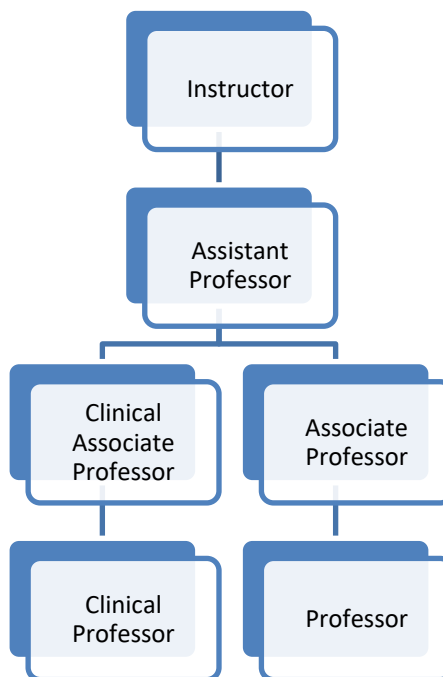
**Introduction**

The criteria established for promotion and sustaining of rank are consistent with the policies and procedures for annual faculty evaluation and place a high premium on emergent leadership, quality instruction, and contributions to appropriate knowledge bases that combine to demonstrate service at increasingly high levels as candidates matriculate through academic ranks. With respect to promotion, candidates are responsible for providing appropriate evidence that addresses the enumerated expectations upon which the promotion is dependent. In turn, those who render judgments regarding the candidate's attainment of the criteria must be guided by these general considerations in reviewing a candidate's portfolio: (1) quality (2) quantity (3) consistency over time, (4) trajectory of the candidate's work; and (5) the descriptive and reflective nature of the candidate's portfolio. In more general terms, those who render these judgments must consider the ways in which the candidate's work contributes to the mission and goals of the College, as well as the goals of the program.

Following promotion, all faculty are evaluated by the Associate Dean of Faculty Affairs annually. Faculty at the Clinical Associate Professor, Clinical Professor, Associate Professor, and Professor rank will undergo a review process to sustain rank.

**Faculty Ranks and Promotion Pathways**

Faculty rank begins at the Instructor rank with progression to Assistant Professor. For promotion beyond the Assistant Professor rank there are two pathways for faculty to consider. The clinical pathway is for faculty who are clinical experts with evidence of dedication to leadership, service and practice that impacts change on health care systems, the profession of nursing, nursing education, or patient outcomes. The additional pathway is designed for faculty pursuing a scholarly trajectory that advances new knowledge in the areas of teaching, research, and practice of nursing through rigorous inquiry that is significant, creative, documented, replicated or elaborated, and can be peer reviewed. The following graphic provides a visual framework of the promotion pathway options.



*Faculty may request promotion to move from one pathway to another only one time in their employment at the College. For example, if a faculty member desires to move from Clinical Associate Professor to Associate Professor this can be considered through the promotion in rank process described in this document. To be considered for a different rank, faculty must demonstrate that they meet the criteria for the rank within the pathway desired.*

**Promotion in Rank**

Faculty interested in promotion will demonstrate the following criteria for promotion.

Candidates may apply for early promotion to the next rank but must have demonstrated service of the same quality and quantity as those promoted with the requisite years in rank.

Candidates' previous experience and achievements either at other institutions or as an adjunct faculty member at SCHS may be considered in making recommendations for promotion. In such cases, the candidate must demonstrate service of the same quality during the time with the College as that required by faculty members who hold the desired rank and have demonstrated previous service of the same amplitude as that required by faculty members who hold the desired rank.

*Assistant Professor: For promotion to the Assistant Professor rank, candidates are to demonstrate consistent competency of expectations of the instructor rank and display the following:*

- Documentation of performance of the two most recent annual reviews that demonstrates faculty are exceeding expectations.
- Evidence of effective teaching that demonstrates but is not limited to:
  - Sound organization, coherence, and currency;
  - Effectiveness in facilitating students achieve expected learning outcomes;
  - Applications of peer reviews;
  - Positive reception by students;
  - Contributions to continuous assessment and improvement of courses;
- Evidence of contribution to the nursing program and/or College in a meaningful way that goes beyond assigned committees or expectations.
- Documentation of professional development that enhances knowledge and skill in the area of subject matter expertise, teaching expertise, and leadership abilities.
- Documentation of participation in professional organizations.
- Other emerging indicators of academic citizenship, collegiality, and collaboration that contribute to the success of the program area, School, and College.

*Faculty interested in promotion beyond the Assistant Professor rank must select the desired pathway as described above.*

*Clinical Associate Professor: For promotion to the Clinical Associate Professor rank, candidates are to demonstrate consistent competency of expectations of the Assistant Professor rank and display the following:*

- Evidence of clinical expertise by maintenance of clinical certification or an approved equivalent.
- Documentation of performance of the two most recent annual reviews that demonstrates exceeding expectations of the Assistant Professor.
- Evidence of teaching that continues to demonstrate all expectations for the previous rank and that:

- Is reflective in ways that enhance students' attainment of learning outcomes;
- Demonstrates creativity, innovation, and experimentation in teaching methodology;
- Makes original contributions to program curricula;
- Active and collaborative contributions to continuous assessment and improvement of courses and programs;
- Evidence of sustained contribution to the nursing program and/or College in a meaningful way that goes beyond assigned committees or expectations.
- Evidence of active service in a professional organization.
- Documentation of professional development that enhances knowledge and skill in the area of subject matter expertise, teaching expertise, and leadership abilities.
- Evidence of leadership in practice initiatives and/or professional development session(s) on clinical or other pertinent topic(s) for faculty and/or health system staff.
- Evidence of contributions to the knowledge base in an appropriate field minimally demonstrated by:
  - Presents one poster (or an equivalent) at a local, state, regional, national, or international conference as primary abstract author every three academic years.
- Other consistent indicators of academic citizenship, collegiality, and collaboration that contribute to the success of the program area, School, or College that must include examples of leadership.

Clinical Professor: *For promotion to the rank of professor, the most accomplished and honored academic rank, candidates must provide externally and internally validated evidence of excellence in one or more areas of consideration detailed for that rank, and meritorious achievement in all areas of professorial work. The following criteria will be used as guides:*

- A doctoral degree.
- Documentation of at least three years at the rank of Clinical Associate Professor;
- Documentation of performance of the two most recent annual reviews that demonstrates exceeding expectations of the Clinical Associate Professor.
- Evidence of teaching that represents sustained excellence in curriculum, teaching, and evaluation.
- Evidence of leadership contributions to the collaborative and continuous assessment and improvement of courses and programs;
- Evidence of mentorship, contributions to faculty development, and other significant service to the College;
- Leadership in professional organizations or associations and/or appropriate community or other groups;
- Evidence of contributions to the knowledge base in an appropriate field minimally demonstrated by:
  - One poster presentation (or an equivalent) at a national conference as a primary abstract author in the last three academic years.

- One podium presentation (or an equivalent) at a national conference as a primary abstract author in the last three academic years.
- One publication (or an equivalent) in a peer review journal as a primary author in the last three years.
- Other sustained indicators of academic citizenship, collegiality, and collaboration that have contributed to the success of the program area, school, and college and that have led to College-wide recognition for positive leadership.

**Associate Professor:** *For promotion to Associate Professor rank, candidates are to demonstrate consistent competency of expectations of the Assistant Professor rank and display the following:*

- A doctoral degree.
- Documentation of performance of the two most recent annual reviews that demonstrates exceeding expectations of the Assistant Professor.
- Evidence of teaching that continues to demonstrate all expectations for the previous rank and that:
  - Is reflective in ways that enhance students' attainment of learning outcomes;
  - Demonstrates creativity, innovation, and experimentation in teaching methodology;
  - Makes original contributions to program curricula;
  - Active and collaborative contributions to continuous assessment and improvement of courses and programs;
- Evidence of sustained contribution to the nursing program and/or College in a meaningful way that goes beyond assigned committees or expectations.
- Evidence of active service in a professional organization.
- Documentation of professional development that enhances knowledge and skill in the area of subject matter expertise, teaching expertise, and leadership abilities.
- Evidence of contributions to the knowledge base in an appropriate field minimally demonstrated by:
  - One podium presentation (or an equivalent) at a national conference as a primary abstract author in the last three academic years.
  - One publication (or an equivalent) that represents the Scholarship of Discovery in a peer review journal as a primary author in the last three years.
- Other consistent indicators of academic citizenship, collegiality, and collaboration that contribute to the success of the program area, School, or College that must include examples of leadership.

**Professor:** *For promotion to the rank of professor, the most accomplished and honored academic rank, candidates must provide externally and internally validated evidence of excellence in one or more areas of consideration detailed for that rank, and meritorious achievement in all areas of professorial work. The following criteria will be used as guides:*

- A doctoral degree.
- Documentation of at least three years at the rank of Associate Professor;

- Documentation of performance of the two most recent annual reviews that demonstrates exceeding expectations of the Associate Professor.
- Evidence of teaching that represents sustained excellence in curriculum, teaching, and evaluation.
- Evidence of leadership contributions to the collaborative and continuous assessment and improvement of courses and programs;
- Evidence of mentorship, contributions to faculty development, and other significant service to the College;
- Leadership in professional organizations or associations and/or appropriate community or other groups;
- Evidence of contributions to the knowledge base in an appropriate field minimally demonstrated by:
  - One podium presentation (or an equivalent) at a national conference as a primary abstract author in the last three academic years.
  - Two publications (or an equivalent) that represents the Scholarship of Discovery in a peer review journal as a primary author in the last three years.
- Other sustained indicators of academic citizenship, collegiality, and collaboration that have contributed to the success of the program area, school, and college and that have led to College-wide recognition for positive leadership.

### Compensation

If a faculty member or nursing program chair earns a doctoral degree during their employment with the College, the base pay of the faculty member or nursing chair will be increased \$1500. For promotion in faculty rank, the following changes in compensation will be awarded and will take effect at the beginning of the next academic year:

Promotion	Percent Increase to Base Pay
Instructor to Assistant Professor	5%
Assistant Professor to Clinical Associate Professor	6%
Assistant Professor to Associate Professor	7%
Clinical Associate Professor to Clinical Professor	8%
Academic Associate Professor to Professor	10%

*Promotion in rank base salary rates are based on market and the American Academy of Colleges of Nursing annual faculty salary survey base rates and are subject to review and approval by Bon Secours Mercy Health Human Resources.*

### Sustaining Rank

Faculty at the rank of Clinical Associate Professor, Clinical Professor, Associate Professor, or Professor will undergo a review every three academic years. Three years is determined by the date of appointment on hire or promotion to the rank. This review is conducted by a peer review committee, the Dean of Academic Affairs,

and the Vice President, Richmond Higher Education Institutions (RHEI). The Vice President, RHEI will make the final decision in determining if a faculty member meets expectations to sustain rank.

Faculty expectations for each rank are explicated in the faculty job description with further details in the Faculty Role and Expectation document published in the Southside College of Health Sciences Associate Handbook.

**VI. Attachments**

None

**VII. Related Policies**

ACA 1.01 Faculty Workload  
 ADM 6.01 Associate Educational Leave

**VIII. Disclaimers**

Nothing in this policy creates a contractual relationship between Southside College of Health Sciences(SCHS) and any party. SCHS, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

**IX. Version Control**

Version	Date	Description	Prepared by
1.0	05/27/2020	Revisions and new template	Vice President/Provost
2.0	08/01/2023	Minor Revision & Title Changes	Vice President of RHEI