
**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE**

TITLE: Faculty Promotions

NUMBER: PRO 5-27

REFERENCE: Rule 5.03

PAGE 1 OF 2

LSSC has faculty ranks and therefore promotion can be considered. The LSSC Faculty Rank & Promotion Plan (FR&P) is the official prospectus and guide detailing the processes of the faculty rank system including promotions. The FR&P plan can be obtained from the LSSC website or through the HR office and should be consulted for all policies and procedures governing the rank and promotion system.

The following is a brief outline of the FR&P plan regarding the promotion process.

- a. There are five faculty ranks in ascending order: Instructor, Assistant Professor, Associate Professor, Professor and Senior Professor.
- b. New faculty members are automatically placed in the Instructor rank and are not eligible for rank promotion until they obtain continuing contract (see above).
- c. Any continuing contract faculty member with a satisfactory performance review may apply for promotion consideration to another rank after he/she has completed the required years of service for her/his current rank as represented in the following table.

Timetable for Promotion Application, Review and Award

Current Rank	Required Service in Rank for Promotion Eligibility	Submit Portfolio	Promotion to next Rank (if approved)
Instructor or Staff Librarian	5 years	January of 5 th – 7 th year	Fall of Academic Year after Portfolio Submission with Award of Continuing Contract
Assistant Professor or Librarian	5 years	Fall of 5 th year in rank	Fall of Academic Year after Portfolio Submission
Associate Professor or Librarian	5 years	Fall of 5 th year in rank	Fall of Academic Year after Portfolio Submission
Professor or Librarian	5 years	Fall of 5 th year in rank	Fall of Academic Year after Portfolio Submission
Senior Professor or Librarian	5 years	Fall of 5 th year in rank	Fall of Academic Year after Portfolio Submission

- d. Candidates must officially apply for promotion consideration by applying for consideration to Human Resources in April. Human Resources verifies the faculty employee meets all eligibility requirements and subsequently submits the candidate's request to the Faculty and Rank Promotion Committee. The FR&P Committee made up of faculty members (who are not candidates) reviews the applicants and finalizes the candidate pool.
- e. Candidates must complete and submit a professional portfolio with the aid of their Peer Review Committee. The portfolio must provide evidence of the candidate's performance in meeting the Categories of Criteria set forth in the plan. Documentation of performance used in the portfolio can be for the last seven years maximum.
- f. Under the auspices of the FR&P Committee, per the FR&P Plan and Guidelines, the candidate's portfolios are reviewed and the Committee recommends to Administration a list of candidates for rank promotion consideration. Candidates receive by November 1st a formal letter stating the decision of the Committee.
- g. The Administrative Committee (comprised of Deans and the Vice President) reviews the recommended candidates' and their portfolios. They then recommend the final candidates for rank promotion to the President for his approval and send formal letters to the candidates by December 15th. By February 15th the President endorses and submits the final set of candidates for promotion to the District Board for final approval. Awarded faculty promotions are announced in March.
- h. Compensation for rank promotions is awarded to the individuals in the new fiscal budget year and in keeping with the faculty payroll cycle.
- i. Candidates can withdraw from consideration at any time with no penalty. They can also request an appeal through the Joint Appeals Committee or Administration. Detailed information on appeals can be found in the FR&P prospectus.