

**Administrative
Approval of Faculty
Promotion in Rank**

To be eligible for promotion in rank, a faculty member must meet the appropriate academic or technical qualifications for the higher rank, have served the College District at least three years in the current rank, submit a request for consideration for promotion in his or her rank, and be recommended for promotion by his or her divisional dean, vice president for academic affairs (VPAA), and campus president as put forth in policy DLC(LOCAL). Programs of study toward promotion in rank must be pre-approved by the VPAA council and campus president using the prior approval for credit toward promotion in rank process.

Approved Programs

Approved programs that support the improvement of teaching and learning and satisfy the criteria for placement in rank qualifications are as follows [also provided in DC(REGULATION)]:

1. Cognition and Neuroscience;
2. Cultural Studies in Education;
3. Curriculum and Instruction;
4. Educational Leadership, Policy Studies;
5. Environmental Studies;
6. Health Professions/Population, Health, and Place/Health Studies/Public Health Sciences/Public Health/Health Services Research;
7. Higher Education/Adult and Higher Education;
8. Instructional Design;
9. Instructional Technology;
10. Learning Sciences/Learning Technologies;
11. Mind, Brain, and Education;
12. Social Foundations;
13. Transformative Action in Education; and
14. Urban Education Policy.

Education programs for a kindergarten–grade 12 setting (unless contracted teaching discipline is EDUC) do not meet the requirement of supporting the improvement of instruction.

Approval Process

The administration's approval process flow in the granting of a promotion in rank is as follows:

1. The VPAA council, consisting of each of the campus vice presidents for academic affairs, will meet at an appropriate

time in the review cycle to review all faculty applications for promotion in rank for the purposes of ensuring a consistent consideration of all applications and determining which applications to recommend to the campus presidents.

2. Each campus president will review with the campus vice president for academic affairs the recommended applications for faculty promotion in rank and determine which applications to recommend to the executive vice chancellor and provost and the Chancellor.
3. The executive vice chancellor and provost will review the list of applicants submitted by the campus presidents and confer with the campus presidents and/or vice presidents for academic affairs as deemed necessary to confirm recommendations.
4. The executive vice chancellor and provost will present a final list of recommendations for faculty promotion in rank to the Chancellor.
5. The Chancellor will grant approval of recommendations for faculty promotion in rank each year.

Notification

Upon Chancellor approval of recommendations for faculty promotion in rank, deans will be notified by the office of the executive vice chancellor and provost to send out approval and denial notification letters to their respective faculty.

Process Calendar

An annual process calendar delineating the procedural steps for faculty application for promotion and for recommending faculty for promotion in rank having each step assigned a due date by weeks will be developed through the office of the executive vice chancellor and provost in collaboration with the vice presidents for academic affairs and human resources office. The annual process calendar must follow any deadlines set forth in policy DLC(LOCAL) and be published for access by all faculty, staff, and the administration.

Appeals

All appeals and decisions will be made in writing.

A faculty member may submit an appeal for a denial of promotion in rank within 30 working days of notification of denial to his or her campus president, who will take the appeal to the Presidents' Council for review. The campus president will notify the faculty member of the decision by the Presidents' Council.

If the faculty member is not satisfied with the decision made by the Presidents' Council, he or she may submit an appeal within 30 working days of the notification to the executive vice chancellor

and provost. The decision of the executive vice chancellor and provost will be final.