

Career & Technical Education

PROMOTION PROCESSES

Revision Date: June 21, 2017

1. Introduction

The Business Technology and Service (BTS) and Technical and Industrial (T&I) divisions are parts of Career and Technical Education (CTE) Programs at Lewis-Clark State College. CTE faculty members advancing through the ranks will meet and adhere to (a) the criteria described in Section 2.106 [Faculty Rank and Promotion], (b) the criteria in the BTS or T&I Promotion Evidence and Expectations documents, and (c) the CTE promotion processes as described in this document. Candidates shall be considered for promotion based on their accomplishments and abilities in the areas of teaching, advising and/or mentoring, scholarly/creative activities and/or professional development, and service.

As described in section 4 below, CTE faculty may choose either the Academic Path or the Business/Industry Path for promotion. Faculty hired after August 22, 2008, will be bound by the Time in Rank guidelines herein. Those hired prior to that date will be bound by the Time in Rank guidelines prior to this policy. LCSC policy #2.111 provides that Career and Technical faculty are not eligible for tenure except for those faculty who were hired and tenured prior to July 1, 1993; such faculty may retain tenure.

2. Divisions

Business Technology & Service Division: The BTS division vision is “Education for Productive Lives.” The mission for student success is “Empowering students to learn what they want to do and how to do it well.” This mission is accomplished by:

- Advising students in an in-depth manner
- Creating a student-centered learning environment
- Providing work-relevant learning environments
- Continually upgrading applied curriculum
- Developing knowledge, skills, and professional attitudes
- Creating life-long learners
- Using active career-specific advisory committees
- Providing work-based training through practicums, co-ops, live shops, clinicals, and internships
- Earning certification in both workplace experience and teaching

Technical and Industrial Division: Programs in the Technical & Industrial Division provide students with the technical knowledge, specialized skills, proper attitudes, and safe work habits to enter the labor market. Programs are structured to accommodate the goals of students seeking entry-level employment, career advancement, or change. Students work with the equipment and theoretical concepts used in their trade. The division monitors current industry needs to anticipate future changes and instructional requirements. Most faculty have achieved mastery level recognition in their trades and hold industry recognized certification.

The division strives to provide students with opportunities to develop specific skills and competencies, become aware of the social role of technologist in the world community, develop

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personal and intellectual attributes for thoughtful decision making, life-long learning and develop an education foundation which promotes competency for life. The philosophy of the Technical & Industrial Division is that all students should be trained in the methods and techniques of the professional level technologist together with the skills needed for critical thought about issues in technology.

3. Definition of Rank

The ranks of instructor, assistant professor, associate professor, and professor are defined in LCSC Policy 2.106, Faculty Rank and Promotion.

Table 1

Level of Rank	Definition
Instructor	A beginning level appointment for the faculty member who is qualified to teach college level courses and who is eligible for promotion.
Assistant Professor (Competence)	A beginning level appointment or achieved after service in the rank of Instructor
Associate Professor (Proficiency)	Achieved by the faculty member who has made progress toward the terminal degree for his/ her discipline, or who completes the Business/Industry Path requirements for this level after service in the rank of Assistant Professor.
Professor (Excellence)	Achieved by the faculty member who possesses a terminal degree or who completes the Business/Industry Path for this level after service in the rank of Associate Professor.

4. Promotion Paths

Faculty members who teach in CTE programs must meet promotion requirements of the college and of CTE as required by the State of Idaho Career and Technical Education Department [ICTE], which requires all CTE faculty to:

- (a) Have at least a high school diploma or equivalent, and
- (b) Have no less than 8 years (16,000 industry hours) of full-time experience in their respective industry and
- (c) Acquire ICTE occupational certification which requires, at a minimum, the completion of four teaching-oriented courses or the InSpire program within three years of initial certification.

CTE faculty members have the option of pursuing one of two paths of promotion which lead to the rank of Professor: a) The Academic Path or b) The Business/Industry Path. Differences between the two paths are found under Activities and Measures of Quality: Scholarly/Creative Activities and/or Professional Development.

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- A. The Academic Path requires progression toward the terminal degree for promotion.
 - B. The Business/Industry Path allows the faculty member to focus on teaching in his/her respective CTE discipline, return-to-industry or other experiential and professional development activities, and in maintaining his/her Occupational Specialist Certification in accord with CTE policy as the more appropriate method of retaining currency in his/her discipline.

5. Levels for Promotion

The CTE faculty member advancing through the ranks is expected to meet escalating standards of performance. The standards are marked by the faculty member's ability to demonstrate increased competence (to the rank of Assistant Professor), proficiency (to the rank of Associate Professor), and excellence (to the rank of Professor).

(1) Instructor to Assistant Professor

- (a) Time in Rank. Two (2) years at Instructor rank must be completed before eligible to apply for promotion. Exceptions may include stipulations made by the Provost in the letter of appointment. Application for promotion may be made in the third year.
- (b) Instructors who wish to be promoted to Assistant Professor are expected to fully participate in the functions of the Division. The candidate for Assistant Professor should demonstrate competency in teaching, advising, scholarly activities/professional development, and service. Service activities are not required during the first year as an Instructor. This applies to both paths.
- (c) Faculty must possess a valid Limited or Standard Occupational Specialist Certificate or a Standard Secondary Teaching Certificate with appropriate career and technical endorsements (See *Idaho Certification Standards for Postsecondary Professional-Technical Faculty and Administrators*). State of Idaho certification is not required of General Education Faculty.
- (d) Path Options.
 - (i) Academic Path. No attainment of a specific degree is required at this level for the Academic Path. Candidate must show proof of current teaching certification.
 - (ii) Business/Industry Path. Candidates pursuing the Business/Industry Path must show proof of current teaching certification.

(2) Assistant Professor to Associate Professor

- (a) Time in Rank. Four (4) years at Assistant Professor rank must be completed before eligible to apply for promotion. Exceptions may include stipulations made by the Provost in the letter of appointment. Application for promotion may be made during the fifth year.

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- (b) Assistant Professors who wish to be promoted to Associate Professors are expected to fully participate in the functions of the Division and to demonstrate increasing participation in the functions of the College. For promotion in rank from Assistant to Associate Professor, the faculty member must be able to demonstrate proficiency in teaching, advising, scholarly activities/professional development, and service.
 - (c) Faculty must possess a valid Limited or Standard or Advanced Occupational Specialist Certificate or a Standard Secondary Teaching Certificate with appropriate career and technical endorsements (*See Idaho Certification Standards for Postsecondary Professional-Technical Faculty and Administrators*). State of Idaho certification is not required of General Education Faculty.
 - (d) Path Options.
 - (i) Academic Path. The candidate seeking promotion utilizing the Academic Path will have made progress toward the terminal degree for his or her discipline.
 - (ii) Business/Industry Path. Candidates pursuing the Business/Industry Path must show evidence of completion of eight (8) or more academic credits since entering into the teaching profession. These credits should include teacher education, professional development in one's discipline, or accumulated trade competency equivalent hours. Noncredit professional development activities will be accepted as approved by the local administrator:
 1. at a ratio of one (1) credit for fifteen (15) clock hours of attendance at approved technical conferences, institutes, workshops, or other activities or
 2. at a ratio of one credit for forty (40) hours of related work experience (Return-to-Industry) or
 3. in any equivalent combination thereof.
- (3) Associate Professor to Professor
- (a) Time in Rank. Five (5) years at the Associate Professor rank must be completed before being eligible to apply for promotion. Exceptions may include stipulations made by the Provost in the letter of appointment. Application for promotion may be made in the sixth year.
 - (b) Professors are expected to fully participate in the functions of the Division and to demonstrate increasing participation in the functions of the College. For promotion in rank from Associate Professor to Professor, regardless of path, the faculty member must be able to demonstrate excellence in teaching, advising, scholarly activities/professional development, and service.

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- (c) Faculty must possess a valid Limited or Standard or Advanced Occupational Specialist Certificate or a Standard Secondary Teaching Certificate with appropriate career and technical endorsements (*See Idaho Certification Standards for Postsecondary Professional-Technical Faculty and Administrators*). State of Idaho certification is not required of General Education Faculty.
- (d) As they advance in rank, faculty members are expected to achieve increasing success both by progressively mastering the areas (teaching, advising, scholarly activities/professional development, and service) and by improving in individual areas. In addition, faculty members are to take the initiative in promoting their own growth in each of these areas. The consistently sustained performance of faculty responsibilities is requisite for all faculty promotions regardless of path.
- (e) Path Options.
 - (i) Academic Path. The candidate seeking promotion utilizing the Academic Path will have acquired the terminal degree for his/her discipline.
 - (ii) Business/Industry Path. The candidate seeking promotion utilizing the Business/Industry Path must show proof of the completion of thirty (30) or more academic credit hours since entry into the teaching profession. Course work should include teacher education, professional development in one's discipline, and the accumulated State Division of Career and Technical Education trade competency equivalent hours. Non-credit professional development activities may be counted as academic credit hours, as approved by the institutional administrator:
 - 1. at a ratio of one (1) credit for fifteen (15) clock hours of attendance at approved technical conferences, institutes, workshops, or other activities or
 - 2. at a ratio of one credit for forty (40) hours of related work experience (Return-to-Industry) or
 - 3. in any equivalent combination thereof.

6. Terminal Degrees

For the purposes of promotion, terminal degrees are defined in LCSC Policy 2.106.

7. Procedure

Upon receipt of notification of eligibility from the Provost, the candidate for promotion (using the Important Dates schedule as a time guideline) will:

- A. Notify the Provost of intent to apply for promotion

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- B. Determine and document which of the two paths (Academic or Business/Industry) the candidate will use
- C. Work with the Division Chair to identify promotion committee members
- D. Develop and submit Candidate Portfolio for Promotion as described in Policy 2.106. Additionally, CTE faculty will include:
 - (1) SCE Self-Review form (BTS)
 - (2) Professional Development/Evaluation Project form
 - (3) Copy of Idaho Teaching certificate or Occupational Specialist Certificate
 - (4) Evidence of current academic degree, if appropriate
 - (5) A representative sample of current syllabi and associated class handout(s)
 - (6) A representative sample of support materials for each of the areas of teaching, student advising/ mentoring, scholarly/ creative activity and service.
 - (7) State documentation for credits or hours of professional development activities earned during promotion period.