

LAKESUMMIT STATE COLLEGE
ADMINISTRATIVE PROCEDURE

TITLE: Faculty Promotions

NUMBER: PRO-27

REFERENCE: Rule 5.03

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LSSC 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 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 promotions system.

The following is a brief outline of the FR&P 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			

- 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