

EDUCATIONAL REQUIREMENTS FOR PROMOTION

NOTES

1. An earned Doctorate (i.e., including M.D., D.D.S., J.D., D.V.M., D.O.) from a regionally accredited institution of higher education shall satisfy the requirement for a Master's Degree plus any number of credits.
2. To satisfy the requirement for a Bachelor's, Master's, or Doctoral Degree, said degree must be awarded by a regionally accredited institution of higher education, and it must be in the field of the candidate's primary professional responsibilities.
3. To satisfy the requirement for credits beyond a Bachelor's or Master's Degree, all credits must be in the field of the candidate's primary professional responsibilities, or in areas which are clearly related to the candidate's primary responsibilities (e.g., cognate subjects). Candidates are encouraged to seek approval from the appropriate Dean, Provost, and Vice President before undertaking such graduate coursework.
4. In special circumstances, up to 25% of the additional credits indicated beyond the Master's Degree may be undergraduate hours in the candidate's field or in an area relevant to the candidate's position at the College.¹ Note that such undergraduate hours must be attained after earning the Master's Degree. In addition, a letter of intent outlining such a program of study must be filed and approved by the appropriate Vice President in consultation with the Chairperson of the College Peer Personnel Committee.
5. Individuals who hold a license, as provided by Article VII of the Education Law (as adopted 1978), which has a prerequisite of a Bachelor's or higher degree, shall be deemed to have satisfied the requirement for 15 credits. (Examples: P.E., Professional Engineering; C.P.A., Certified Public Accountant; C.S.W., Certified Social Worker; etc.).

¹ Note that a candidate may not substitute more than 50% of the additional credits indicated beyond the Master's Degree through any combination of undergraduate hours, work experience, performance, and continuing education credits.

Individuals who are National Certified Counselors through the National Board for Certified Counselors (NBCC) shall be deemed to have satisfied the requirement for six credits. Individuals who are certified in a specialty area through the NBCC (i.e., in addition to National Certified Counselor status) shall be deemed to have satisfied the requirement for three additional credits. Note that under no circumstances can an individual receive more than 15 credits through any combination of licenses and/or NBCC certification.

6. Where "experience" can be substituted for course credits, one year of post-masters, external experience shall be counted as the equivalent of one credit, subject to the restrictions stated in (a) - (d) below as determined by the appropriate Vice President after consultation with the Chairperson of the College Peer Personnel Committee². Such experience must be fully documented by the employer in writing, including dates of employment, description of job responsibilities, and number of hours worked per week.

Note that work experience used at the time of hiring to bring an individual in at a higher step cannot be used as a substitution for course credits. In addition, once an individual is a full-time employee of the college, he or she may not accumulate more than one-half year of work experience towards promotion in any given contract year.

- (a) In the Business-related areas, the experience must be at the managerial level, or involve significant decision-making authority and personnel supervision, or involve the actual performance of professional duties (e.g., in the case of Attorneys or Certified Public Accountants).
- (b) In the Engineering-related areas, the experience must involve research and development, or engineering design, or industrial production responsibilities, which are directly related to the subjects being taught at the College.
- (c) In the Health-related areas, the experience must involve actual professional practice in the area being taught at the College.
- (d) In the Counseling area, the experience must be at a professional level in an area or position which enhances, and is directly related to, an individual's primary work responsibilities at the College.

² Note that a candidate may not substitute more than 50% of the additional credits indicated beyond the Master's Degree through any combination of undergraduate hours, work experience, performance, and continuing education credits.

7. Where "performance" is substituted for course credits³ (e.g., publication, exhibit, concert, etc.):
 - (a) The faculty member shall submit formal application with Form A for such substitution.
 - (b) Every item or event shall be evaluated independently by the appropriate College Administrator and the Peer Personnel Committee, with a recommendation as to credit equivalence.
 - (c) Final determination of credit equivalence will be made by the appropriate Vice President after consultation with the Chairperson of the College Peer Personnel Committee.
8. Where appropriate, up to 25% of the additional credits indicated beyond the Masters Degree may be continuing education credits (CEU's)⁴. The formula used in such cases will be 30 clock hours of CEU's for each graduate credit. Requests to substitute CEU's for course credit must be fully documented by the candidate (i.e., description, proof of attendance, number of hours, etc.).
9. In highly extraordinary cases, major publications or exemplary contributions to the fields of research judged to be the equivalent of formal graduate study, may be substituted for part of the coursework (as distinct from degree requirements) indicated. Such substitution shall be permitted only on rare occasions and only when approved by both the appropriate Vice President and the Chairperson of the College Peer Personnel Committee.
10. In all cases where a candidate is requesting to substitute either undergraduate hours, work experience, performance, and/or continuing education credits for graduate credit, the request should first be sent to the appropriate Dean and Provost for campus review. Following this campus review, the request will be forwarded to the appropriate Vice President who, after consulting with the chairperson of the College Peer Personnel Committee, will make a final determination in the matter. Note that, where appropriate, candidates are encouraged to request prior approval for the above-mentioned activities.

³ Note that a candidate may not substitute more than 50% of the additional credits indicated beyond the Master's Degree through any combination of undergraduate hours, work experience, performance, and continuing education credits.

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Promotion Area	To Assistant Professor	To Associate Professor	To Professor
General requirement: applies to all faculty unless exception cited below.	Masters	Masters + 18	Masters + 36
English, Art and Music: may substitute for general requirement the following:	Masters or Bachelors + 24 and performance	Masters + 18 or Masters + 9 and performance	Masters + 36 or Masters + 21 and performance
Business related areas: may substitute for general requirement the following:	Masters	Masters + 18 or Masters + 12 and experience	Masters + 36 or Masters + 24 and experience
Engineering related and Technology areas: may substitute for general requirement the following:	Masters or Bachelors + 24 and experience	Masters + 18 or Masters + 12 and experience or Bachelors + 36 and experience	Masters + 36 or Masters + 24 and experience
Health-related areas: may substitute for general requirement the following:	Masters or Bachelors + 24 and experience	Masters + 18 or Masters + 12 and experience or Bachelors + 36 and experience	Masters + 36 or Masters + 24 and experience
Counseling: may substitute for general requirement the following:	Masters	Masters + 18 or Masters + 12 and experience	Masters + 36 or Masters + 24 and experience