

July 17, 2003

**MEMORANDUM**

TO: James Kerley  
Lexington Community College President

FROM: Michael T. Nietzel  
Provost

RE: Promotion Procedures

The following are Lexington Community College policies and procedures for promotion during 2003-04.

AR II-5.0-2 specifies that the community college president, after consultation with the division chair, is responsible for initiating the promotion process by inviting a faculty member to prepare a vita and appropriate supporting materials. With the assistance of the faculty member and the division chair, the community college president is responsible for gathering documentary materials and submitting the promotion file. The community college president has the responsibility for ensuring that each promotion file is complete and contains the advice of the division chair and the individual written opinion of the tenured faculty members of the appropriate division. The community college president also has the responsibility, along with the division chair, for ensuring that his or her recommendations include remarks, if applicable, that one or more of the letters of recommendation in a promotion file may be affected by personal bias.

AR II-1.0-1, Page XII-5 (attached) is a list of exceptions that shall apply to Sections I, II, III, IV, V, and VI of AR II-5.0-2.

I. Promotion to Professor/Librarian I

After review by the local promotion committee, any faculty members who have completed at least six years of service since attaining the rank of Associate Professor/Librarian II with tenure and have not been considered for promotion to Professor/Librarian must be considered for promotion. A recommendation by the community college president, either affirmative or negative, shall be made in writing to the Provost by March 31, 2004. *Faculty members who voluntarily choose not to have a promotion file reviewed by the Local Committee should address a letter to you with a copy sent to me.* Those individuals who choose not to have their files reviewed thereby establish a new six-year period beginning July 1, 2004.

Other faculty who are Associate Professors/Librarian II and who have affirmative recommendations from the community college president may be considered for promotion to Professor/Librarian I.

## II. Promotion to Associate Professor/Librarian II

Please identify all individuals for whom a decision concerning promotion to Associate Professor/Librarian II with tenure must be made. Other Assistant Professors/Librarian III's who are not in this mandatory review category and who have affirmative recommendations from the community college president may be considered for promotion to Associate Professor/Librarian II with tenure.

## III. Promotion to Assistant Professor/Librarian III

The authority to promote from Instructor/Librarian IV to Assistant Professor/Librarian III has been delegated to the community college president. We need a copy of your letter to each individual promoted for our files and a list of all those promoted for reporting to the President and the Board of Trustees.

If you have an individual who has served the University for three years as an Instructor or Librarian IV, this person must be promoted, even if that individual's contract will not be renewed.

## IV. Local Committee

In accordance with the Administrative Regulations (AR II-5.0-2), the community college president must appoint a local committee to advise him or her concerning promotions. This committee should consist of tenured faculty. *Please send the names of the members of this committee to me by January 9, 2004.* Remember that the recommendations of the local committee on all promotions should be signed by all members of the committee and the vote of the committee given.

## V. General Information and Time Schedule

We are asking that each individual being considered for promotion to either Associate Professor/Librarian II or Professor/Librarian I complete a promotion review notebook.

A calendar of deadlines is enclosed for your reference. If you have any questions concerning the policies and procedures, please contact me.

c: LCC Academic Dean  
LCC Division Chairs

Enclosures: 2003-04 P&T Calendar  
AR II-1.0-1, Page XII-5

CALENDAR FOR PROMOTION AND TENURE PROCESS  
Lexington Community College

January 9, 2004	List of names of the members of the local promotion and tenure committee due to Provost's office.
March 31, 2004	Individuals being promoted to rank of Assistant Professor/ Librarian III notified and copy of letter sent to Provost's Office by this date.
March 31, 2004	Promotion and/or tenure recommendations due from LCC president in Provost's Office