

Central Virginia Community College Policies  
IV - Employment Policies and Information  
Academic Contracts and Promotions



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| Policy #:                | CVCC0081   |
| Effective:               | __/__/__   |
| Last Reviewed/Revised:   | 09/19/2022   |
| Responsible Dept.:       | Human Resources  |
| Other Policy References: | <a href="#">VCCS 3.2.2</a> and <a href="#">3.7.0.2.3</a> |

### Academic Contracts and Promotions

#### Contract Renewal and Promotion

CVCC abides by the [VCCS Policy Manual Section 3.2.2](#).

#### Contingency Conditions and Promotions

CVCC abides by the [VCCS Policy Manual Section 3.7.0.2.3](#).

By December 15th of each year, prospective candidates for promotion must present a specific plan for completion of any contingency condition(s) and reasonable evidence that the plan can be completed by the effective date of the rank and salary proposal. All contingency plans are subject to the recommendations of the immediate supervisor and the Vice President of Academics, Student Affairs and Workforce Development, and to the approval of the President.

#### Faculty Multi-year Contracts and Promotions

When a faculty member is eligible for promotion or multi-year appointment, the Dean will forward a one-page letter of recommendation to the Vice President of Academics, Student Affairs and Workforce Development who will review and forward it to an ad hoc faculty review committee. The faculty member's yearly annual evaluation will be used in the preparation of the recommendation.

An ad hoc peer review committee will review faculty portfolios and recommendations by the appropriate Dean and the Vice President of Academics, Student Affairs and Workforce Development for faculty eligible for promotion or multi-year appointment. The faculty member will have the option of meeting with the committee for an interview and presentation of any further evidence of his or her performance. The ad hoc committee will then meet privately to consider student evaluations, recommendations, and other material provided, emphasizing classroom performance most heavily. The committee's recommendations will then be forwarded to the President in the form of a letter of recommendation written by the elected committee chairperson or as otherwise designated by the committee.

The recommendations from the appropriate Dean and the Vice President of Academics, Student Affairs and Workforce Development regarding faculty eligible for multi-year appointment are due to the ad hoc peer review committee by December 15. Committee recommendations to the President are due February 1. Notification to the faculty member from the President is due March 1.

The recommendations from the Vice President of Academics, Student Affairs and Workforce Development regarding faculty eligible for promotion are due to the ad hoc peer review committee before January 15. Committee

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recommendations are due to the President by February 15. Copies of the recommendations are also to be sent to the appropriate Deans.

Multi-year appointment and promotion are two separate procedures. Multi-year appointment recommendations will be completed for the March 1 deadline and promotion recommendations will be completed subsequently for the April 1 deadline. For both procedures, the President, according to VCCS Policy, will establish the ad hoc review committee. However, the members of the multi-year and the members of the promotion review committees may not necessarily be the same.