



St. John's College Policies and Procedures

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SYSTEM: HSHS	MANUAL(S): HSHS St. John's College Policies
TITLE: Faculty Promotion Procedure and Criteria Policy	ORIGINATING DEPARTMENT: St. John's College
EFFECTIVE DATE: 08/01/2025	REVISION DATE(S):
SUPERCEDES: Local ministry handbooks/catalogs/policies adopted prior to the effective date of this policy.	

Purpose:

This policy outlines the process and criteria for promotion in academic rank for faculty members at St. John's College of Nursing. Promotion reflects sustained contributions to teaching, service, and scholarship, as well as commitment to the mission of the College and the nursing profession.

Policy:

1. Promotion Principles

- Promotion is based on **merit, performance, and contribution**, not solely on length of service.
- Faculty members may apply for promotion after meeting **minimum eligibility** and demonstrating excellence aligned with the criteria below.
- Promotion is **not automatic** and must be earned through formal application and peer/administrative review.

2. Eligibility for Promotion

From Rank	To Rank	Minimum Time in Current Rank	Preferred Credential
Assistant Professor	Associate Professor	5 years	Doctoral degree preferred
Associate Professor	Professor	5 years	Doctoral degree expected

3. Promotion Application Components

- Faculty seeking promotion must submit a Promotion Portfolio that includes:
 - Cover Letter/Letter of Intent
 - Current Curriculum Vitae
 - Narrative Statement: Reflecting on teaching, service, and scholarship
 - Evidence of Teaching Effectiveness
 - Student course evaluations
 - Peer observations
 - Sample syllabi or teaching materials
 - Documentation of Service
 - Committee participation
 - Student advising or mentoring
 - College initiatives



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- vi. Evidence of Scholarship/Professional Development
 - 1. Publications, presentations, grants
 - 2. Conference attendance
 - 3. Practice-based projects or leadership
- vii. Rank Appointment and Promotion Process
 - 1. Faculty rank is determined at the time of hire and appointment based on qualifications and experience.

4. Review and Approval Process

- a. Faculty member submits promotion portfolio by designated annual deadline.
- b. The Faculty Affairs Committee (FAC) reviews all submitted materials and forwards a recommendation.
- c. The recommendation is reviewed by the Chancellor (or designee), who makes the final decision.
- d. Faculty are notified in writing of the outcome and, if successful, the rank change becomes effective at the start of the next academic year.

5. Appeals

- a. Faculty denied promotion may appeal in writing within 30 days of notification.
- b. Appeals must clearly state the grounds and may be reviewed by an ad hoc appeals committee convened by the Chancellor.