

Policy Title	Promotion and Sustaining Rank
Policy Number:	ADM 6.02
Department:	BSMCON
Functional Area:	Chancellor, BSMH Higher Education Institutions
Contributing Department	
Approved by:	RHEI Leadership Team
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Section	ADM 6

I. Mission, Vision and Values

This policy reflects our commitment to human dignity, integrity, compassion, stewardship, and service by guiding decisions and actions that uphold respect for all individuals and promote excellence in our work.

This policy aligns with our mission of extending the compassionate ministry of Jesus by improving the health and well-being of our communities and providing good help to those in need, especially the poor, dying, and underserved by ensuring that our practices support ethical, effective, and accountable service across all areas of the organization.

II. Policy

The policy of the School/College (SOMI), a department operated and controlled by Bon Secours St. Mary's Hospital of Richmond, LLC, is to provide a mechanism for full-time faculty to apply for promotion in rank and to sustain rank.

III. Purpose

The purpose of this policy is to provide clarity to faculty regarding the available ranks and the process for applying for promotion in rank and the requirements to sustain rank.

IV. Scope

This policy applies to all full-time faculty.

V. Policy Details

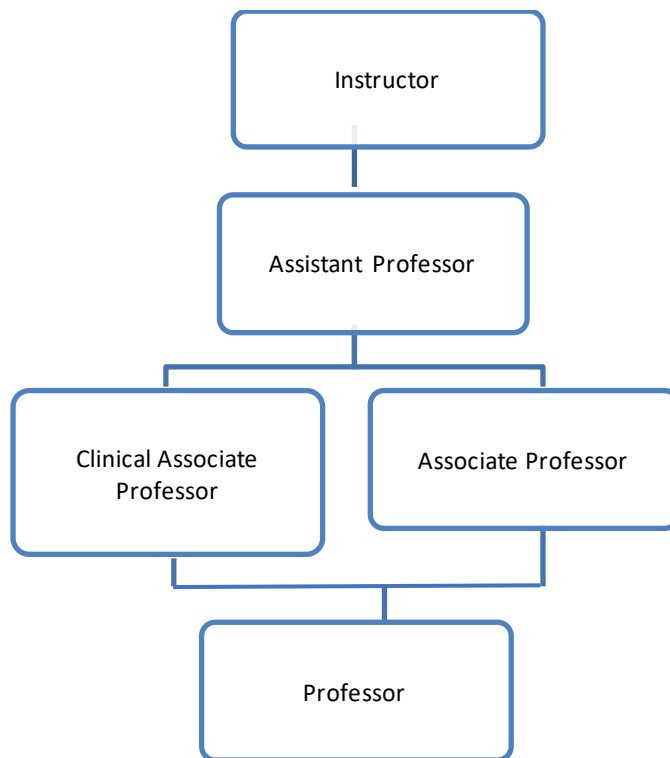
Introduction

The criteria established for promotion and sustaining of rank are consistent with the policies and procedures for annual faculty evaluation and place a high premium on emergent leadership, quality instruction, and contributions to appropriate knowledge bases that combine to demonstrate service at increasingly high levels as candidates matriculate through academic ranks. With respect to promotion, candidates are responsible for providing appropriate evidence that addresses the enumerated expectations upon which the promotion is dependent. In turn, those who render judgments regarding the candidate's attainment of the criteria must be guided by these general considerations in reviewing a candidate's portfolio: (1) quality (2) quantity (3) consistency over time, (4) trajectory of the candidate's work; and (5) the descriptive and reflective nature of the candidate's portfolio. In more general terms, those who render these judgments must consider the ways in which the candidate's portfolio presents work that contributes to the mission and goals of the School/College, as well as the goals of the program.

All faculty are evaluated by their direct supervisor annually. Faculty at the Clinical Associate Professor, Associate Professor, and Professor rank will undergo a review process to sustain rank.

Faculty Ranks and Promotion Pathways

Faculty rank begins at the Instructor rank with progression to Assistant Professor. If progressing to the Associate level, there are two options for faculty to consider. The Clinical Associate Professor rank for faculty holding a master's or doctoral degree with a focus on leading clinical practice initiatives or education sessions. The Associate Professor rank for faculty holding a doctoral degree with a focus on leading scholarly initiatives. Doctorally prepared faculty can progress from either Associate Professor ranks to the rank of Professor. The Professor rank is for faculty who demonstrate expert performance in the areas of teaching, practice, service, and scholarship. The following graphic provides a visual framework of the promotion pathway options.



Promotion in Rank

Faculty interested in promotion will demonstrate the following criteria for promotion.

Faculty must progress sequentially through the ranks: Instructor, Assistant Professor, Associate Professor/Clinical Associate Professor, and Professor. Candidates may apply for early promotion to the next rank but must have demonstrated consistent work of the same quality and quantity as those promoted with the requisite years in rank. Candidates seeking early promotion must have the approval of their supervisor and the Dean of Academic Affairs prior to submitting an intent form.

Candidates' previous experience and achievements may be used to supplement the candidates application; however, the focus on achievement is work completed during tenure as a full-time faculty member at the School/College.

Candidates must submit the Faculty Rank Request form by the date listed in the Faculty Promotion and Sustaining Rank Standard Operating Procedure (SOP) published in the Associate Handbook. If after submission of the form, the candidate decides to rescind their intent or change the rank for which they are seeking promotion to, they must submit a revised Faculty Rank Request form.

Candidate promotion portfolios are reviewed by the Promotion and Sustaining Rank committee, the Dean of Academic Affairs, and the Chancellor of BSMH Higher Education Institutions. The Chancellor will make the final decision in determining if a faculty member meets expectations to promote in rank.

Assistant Professor:

For promotion to the Assistant Professor rank, candidates are to consistently exceed expectations of the Instructor rank and demonstrate evidence of knowledge and analytical skills in curriculum development, evaluating student learning outcomes, learning objectives, and classroom management. Actively participate in voluntary service to the School/College and community. Demonstrate expertise in both clinical and teaching practice areas.

Faculty interested in promotion beyond the Assistant Professor rank must select the desired Associate level rank as described above.

Clinical Associate Professor:

For promotion to the Clinical Associate Professor rank, a master's degree is required. Candidates are to consistently exceed expectations of the Assistant Professor rank and demonstrate evidence of advanced knowledge and analytical skills in curriculum development, evaluating student learning outcomes, learning objectives, and classroom management. Enhance active participation and leadership in voluntary service to the School/College, profession, and community. Demonstrate expertise in teaching with a focus on maintaining clinical expertise. Disseminate scholarly work to advance the profession.

Associate Professor:

For promotion to Associate Professor rank, a doctoral degree is required. Candidates are to consistently exceed expectations of the Assistant Professor rank and demonstrate evidence of advanced knowledge and analytical skills in curriculum development, evaluating student learning outcomes, learning objectives, and classroom management. Enhance active participation and leadership in voluntary service to the School/College, profession, and community. Demonstrate expertise in teaching and mentoring faculty. Substantial dissemination of scholarly work to advance the profession.

Professor:

For promotion to the Professor rank, the most distinguished and honored academic rank, a doctoral degree is required. Candidates must consistently exceed expectations of an Associate level rank and provide evidence of distinguished service in one or more areas. Candidates must demonstrate evidence

of expert knowledge and analytical skills in curriculum development, evaluating student learning outcomes, learning objectives, and classroom management. Actively mentor and lead voluntary service to the School/College, profession, and community. Demonstrate expertise in teaching and mentoring faculty. Substantial dissemination of scholarly work to advance the profession that reveals recognized expertise in specific areas.

Faculty expectations for each rank are explicated in the faculty job description with further details in the Faculty Role and Expectation document published in the Associate Handbook.

Compensation

If a faculty member earns a master’s degree during their employment with the School/College, the base pay of the faculty member will be increased by \$1000 effective the beginning of the academic year. If a faculty member or administrator earns a doctoral degree during their employment with the School/College, the base pay of the faculty member or administrator will be increased \$1500 effective the beginning of the academic year. For promotion in faculty rank, faculty members or administrators will be awarded a 5% increase in base pay effective the beginning of the next academic year.

Promotion in rank base salary rates are based on market and state/national norms. Base rates are subject to review and approval by Bon Secours Mercy Health Human Resources.

Sustaining Rank

Faculty at the rank of Clinical Associate Professor, Associate Professor, and Professor will undergo a review every five academic years. Five years is determined by the date of appointment on hire or promotion to the rank. This review is conducted by the Promotion and Sustaining Rank committee, the Dean of Academic Affairs, and the Chancellor of BSMH Higher Education Institutions. The Chancellor will make the final decision in determining if a faculty member meets expectations to sustain rank.

VI. Definitions

None

VII.

Attachments

N/A

VIII. Related Policies and Procedures

- ACA 1.01 Faculty Workload
- ACA 1.05 Support for Faculty Role Development
- ADM 6.01 Associate Educational Leave

IX. Regulatory Notices

Nothing in this policy creates a contractual relationship between Bon Secours St. Mary’s Hospital School of Medical Imaging, a department owned and controlled by Bon Secours St. Mary’s Hospital of Richmond, LLC, and any party. SOMI, in its sole discretion, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

X. Version Control

Version	Effective Date	Next Review Date	Description	Supersedes, if applicable	Prepared By
1.0	5/27/2020	N/A	Revisions and new template	N/A	Vice President/ Provost
2.0	8/1/2023	N/A	Minor Revision & Title Changes	1.0	Vice President of RHEI
3.0	5/28/2025	5/28/2028	Major Pathways & Promotions Revisions	2.0	CDDAA
1	2/25/2026	2/25/2029	Revisions and Version Changed – BSMH Template Adopted	3.0	CDDAA

This policy/procedure/guideline is not intended to establish a standard of clinical or non-clinical care or practice. Rather, this policy/procedure/guideline creates a general tool to help guide decision-making with the understanding that different action(s) may be necessary in response to the totality of the circumstances presented.

Sites revised 05/06/2025- Bon Secours Mercy Health adopts the above policy, procedure, policy & procedure, guideline, manual / reference guide / instructions, or principle / standard / guidance document for all Bon Secours Mercy Health entities including, but not limited to, facilities doing business as Mercy Health – St. Vincent Medical Center, St. Vincent – St. Charles Hospital, St. Vincent – St. Anne Hospital, Mercy Health – Perrysburg Medical Center, Mercy Health – Tiffin Hospital, Mercy Health – Willard Hospital, Mercy Health – Defiance Hospital, Mercy Health Allen Hospital LLC, Mercy Health - Lorain Hospital, Mercy Health St. Elizabeth Youngstown Hospital, Mercy Health St. Joseph Warren Hospital, Mercy Health - St. Elizabeth Boardman Hospital, Mercy Health - St. Rita's Medical Center, Mercy Health – Springfield Regional Medical Center, Mercy Health - Urbana Hospital, Mercy Health - Anderson Hospital, Mercy Health - Clermont Hospital, Mercy Health – Fairfield Hospital, Mercy Health - West Hospital, The Jewish Hospital – Mercy Health, Mercy Health – Kings Mills Hospital, LLC, Mercy Health - Lourdes Hospital LLC, Mercy Health – Marcum and Wallace Hospital, Chesapeake Hospital Corporation DBA Rappahannock General, Maryview Hospital, Bon Secours Richmond Community, Bon Secours Memorial Regional Medical Center, Bon Secours – St. Mary's Hospital, Bon Secours St. Francis Health System, Bon Secours St. Francis Medical Center, Bon Secours Mary Immaculate Hospital, Bon Secours - Southside Medical Center, Bon Secours Mercy Health Franklin, LLC, Southern Virginia Medical Center, and Bon Secours Harbour View Medical Center. This also may apply to Bon Secours Mercy Health Medical Group LLC and its medical group affiliates.

