



605.1 – Academic Appointments, Rank and Promotion

Purpose:

The purpose of this policy procedure is to define faculty appointment types, rank, and promotion processes at Bismarck State College. This policy ensures effective implementation of appointment practices to support faculty recruitment, retention, and advancement while ensuring compliance with SBHE, NDUS, and BSC policies.

Appointment Type Definitions:

Faculty appointments shall be probationary, tenured, or special.

- **Probationary appointments**

When offered at the time of hire, probationary appointments are renewable annually and yield credit toward tenure. The probationary term is limited to six years of continuous academic service, excluding extensions to the term or exceptions granted in exceptional circumstances. See BSC Operational Procedure 605.1.1 Probationary Appointments – Promotion to Tenure for evaluation, review, and tenure promotion requirements.

- **Tenured appointments**

When granted at the completion of the Bismarck State College tenure review process, tenured appointments recognize a right, subject to SBHE policy, to continuous academic year employment in an academic unit or program area as defined by BSC. Tenured faculty are subject to post-tenure review every five years as outlined in [605.1.2 Tenure Appointments - Post Tenure Review Policy Procedure](#).

- **Special appointments**

When offered at the time of hire, special appointments do not involve tenure credit or status. These appointments include non-probationary, non-tenure faculty designed to fulfill long-term institutional needs, as well as adjunct, courtesy, visiting, and other categories. Faculty holding special appointments may apply for promotion in rank through the process established in BSC Operational Procedure 605.1.4 – Special Appointments and Promotion.

Faculty Rank

Faculty appointments are associated with the following academic ranks:

- **Instructor (Special Appointment)**

- Part-Time Faculty: Do not advance in rank.



- Full-Time Temporary Faculty: Temporary replacement positions that do not advance in rank.

- **Assistant Teaching Professor (Special Appointment)**
 - Liberal Arts/Transfer: Minimum of master's degree, doctorate preferred.
 - Career/Technical: Minimum of associate degree or significant industry experience and demonstrated expertise/certifications. Bachelor's preferred. Programs governed by specialized accreditation or licensing bodies must meet the degree and credential requirements established by the applicable accrediting agency or board.

- **Associate Teaching Professor (Special Appointment)**
 - Liberal Arts/Transfer: Minimum of master's degree, doctorate preferred.
 - Career/Technical: Minimum of associate degree or significant industry experience and demonstrated expertise/certifications. Bachelor's preferred. Programs governed by specialized accreditation or licensing bodies must meet the degree and credential requirements established by the applicable accrediting agency or board.

- **Assistant Professor (Tenure Track)**
 - Liberal Arts/Transfer: Minimum of master's degree, doctorate preferred.
 - Career/Technical: Minimum of associate degree and demonstrated expertise/certifications. Bachelor's preferred. Programs governed by specialized accreditation or licensing bodies must meet the degree and credential requirements established by the applicable accrediting agency or board.

- **Associate Professor (Tenure)**
 - Liberal Arts/Transfer: Minimum of master's degree, doctorate preferred.
 - Career/Technical: Minimum of a Bachelor's degree and demonstrated expertise/certifications. Programs governed by specialized accreditation or licensing bodies must meet the degree and credential requirements established by the applicable accrediting agency or board.

- **Professor**
 - Liberal Arts/Transfer: Terminal degree (doctorate) required and twelve years of teaching experience at BSC.
 - Career/Technical: Master's degree with demonstrated expertise/certifications and twelve years of teaching experience at BSC. Programs governed by



specialized accreditation or licensing bodies must meet the degree and credential requirements established by the applicable accrediting agency or board.

Promotion

Promotion is the formal advancement in academic rank and follows distinct processes depending on appointment type:

- **Probationary Faculty**
Promotion during the probationary period occurs through annual evaluation and advancement toward tenure. Promotion is considered within the framework of 605.1.1 - Probationary Appointments – Promotion to Tenure.
- **Tenured Faculty**
Promotion beyond the rank of Associate Professor requires a formal application and review by the Faculty Rank and Promotion Committee, as outlined in 605.1.3 Tenure Appointments Promotion to Full Professor.
- **Special Appointments**
Promotion in rank is optional and does not confer tenure credit. Faculty may apply for promotion under the process defined in 605.1.4 – Special Appointments and Promotion.

Procedure

Contracts

Human Resources and the Academic Dean shall prepare written contracts for faculty appointments and conditions at the time of hire. The contract must clearly specify the type of appointment (probationary, tenured, or special) and associated responsibilities.

Contracts generally do not exceed one year. A multiple-year contract is subject to termination upon discontinuance of the faculty member's program, non-appropriation or loss of funds, or other financial exigency.

Issuance of Contracts

For faculty on nine- or ten-month contracts covering the traditional academic year, institutions shall issue contracts by June 30 each year, providing notice of renewal terms and an agreement or appointment letter to be signed by both the faculty member and the BSC. Faculty workload assignments shall follow the parameters outlined in [BSC Policy 605.5.1 – Full-Time Faculty Workload Policy](#), as verified and approved by the Academic Dean.



Faculty must sign and return the contract or other document indicating acceptance of contract terms no later than July 20. Failure to return a signed contract or acceptance by this date constitutes a resignation resulting in termination of employment. The President may grant an extension for good cause demonstrated by the faculty member.

Any contract issued with a deadline prior to July 20 must provide faculty a minimum of two weeks from the date of issuance for review.

Compliance Monitoring

Human Resources will monitor compliance with contract issuance and acceptance deadlines and maintain records of contract issuance, acceptance, and renewals for auditing and reporting purposes.

References:

[SBHE Policy 605.1 Academic Appointments](#)

[BSC Policy 606.1 – Faculty Qualifications](#)

[BSC Faculty Grievance Policy](#)

[BSC 605.1.1 - Probationary Appointments – Promotion to Tenure \(\[Granting of Tenure\]\(#\)\)](#)

[BSC 605.1.2 Tenure Appointments - Post Tenure Review Policy Procedure](#)

[605.1.4 Special Appointments Operational Procedure](#)

History of This Policy Procedure:

First policy: draft by the Faculty Senate during the 1988-89 academic years. Revisions – January 1989; February 2, 1989; February 3, 1989; July 1, 1989; October 21, 1991; July 13, 1994; April 19, 2004; Revised February 3, 2005, by Faculty Senate and approved by President Thigpen on October 24, 2005; Revised February 17, 2009, by Faculty Senate and approved by President Skogen on May 19, 2009; October 14, 2016. Reviewed – March 6, 2014

Reviewed by Campus Council on November 19th, 2025, and reviewed by the Executive Council on November 25th, 2025, and approved by the President on November 25th, 2025.