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Chapter: Human Resources

Modification No. 003

Subject: **Academic Rank**

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- I. The following academic rank titles are authorized for full-time College faculty: Instructor; Assistant Professor; Associate Professor; and Professor.
- II. The following academic rank titles are authorized for part-time College faculty: Lecturer, Adjunct I, and Adjunct II.
- III. The academic rank Visiting Professor is authorized for short-term temporary appointments.
- IV. For full-time faculty, the assignment of academic rank titles is not associated in any manner with salary placement, advancement on the salary schedule, the award or renewal of contract, hiring preference, or any other conditions of employment.
- V. The Board of Trustees authorizes the president to establish any procedures necessary to implement this policy.

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Effective Date: September 21, 1987

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**I. Original Rank Assignment for Full-Time Faculty**

- A. The rank assigned to a new full-time member of the faculty depends upon the individual's degree status and their teaching and related professional experience.
- B. Rank assignment will be based on a point system:
  - 1. One (1) point is granted for each year of full-time relevant teaching/counseling in a college or university. Partial years at full-time will be prorated.
  - 2. For instructional and counseling faculty, one (1) point is granted for each full-time equivalent year of relevant teaching at a college or university, defined as 30 semester hours or more in a calendar or academic year. Less than full-time equivalent will be prorated.
  - 3. For counseling faculty, one point is granted for each full-time equivalent year of counseling at a college or university, defined as 40 hours a week for 10 months. Less than full-time equivalent will be prorated.
  - 4. One-half of a point is allowed for each year of full-time relevant teaching/counseling at the high school (9-12th grade) or equivalent level.
  - 5. One-half of a point is allowed for each year of professional or industry experience that is related to the faculty member's work at the College.
  - 6. Additional points are awarded for the highest degree in a relevant discipline attained:
    - a. Six (6) points for an earned doctorate degree; or
    - b. Four (4) points for an earned master's degree with 30 semester hours or more of additional post-master's level coursework; or
    - c. Two (2) points for an earned master's degree with fewer than 30 semester hours of additional post-master's level coursework.
  - 7. For purposes of determining initial rank only, no more than one additional point may be added based upon exceptional achievement in teaching, significant professional activities or accomplishments, or additional credentials. A written justification of the fractions or points assigned shall be prepared by the department chairperson/designated supervisor and shall accompany the recommendation which must be approved by the Senior Vice President for Academic Affairs/College Provost for instructional faculty or the Senior Vice President for Student Affairs for counseling faculty
  - 8. Rank assignment shall be determined according to the cumulative point

total:

<u>Point Sum</u>	<u>Rank</u>
Less than 6	Instructor
6 to 11	Assistant Professor
12 to 17	Associate Professor
18 or more	Professor

**C. Procedures**

1. The corresponding dean makes the recommendation for the initial assignment of rank and forwards the recommendation to Human Resources and Strategic Talent Management (HSRTM) for review and confirmation.
2. The faculty member is notified of their rank assignment at the time of hire and may submit a request for review of the original rank assignment to the appropriate vice president within 30-days.

**II. Full-Time Faculty Assignment to Advanced Rank**

**A. Eligibility**

1. The full-time faculty member must have held their current assigned rank for a minimum of two years.
2. The full-time faculty member must have successfully completed all required professional development activities.
3. The full-time faculty member may only be considered for advancement to the next highest rank.
4. Points may only be awarded for years for which the faculty member received a satisfactory performance rating.

**B. Rank advancement will be based on a point system:**

1. One point for each year in which the faculty member receives a performance rating of satisfactory or higher.
2. Points are awarded for additional degrees attained since the initial rank placement:
  - a. Six points for an earned doctorate degree, less any points previously awarded for a master's degree; or
  - b. Four points for an earned master's degree with 30 semester hours or more of additional post-master's level coursework, less any points previously awarded for a master's degree; or
  - c. Two points for an earned master's degree with fewer than 30

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semester hours of additional post-master's level coursework, less any points previously awarded for a master's degree.

- C. Advancement requests are made by the faculty member and processed through the corresponding Vice President for certification regarding points to be assigned.

**III. Original Rank Assignment of Part-Time Faculty**

- A. Human Resources and Strategic Talent Management (HRSTM) maintains the initial rank placement criteria on the Part-Time Faculty Request for Initial Rank Placement form.
- B. New part-time faculty are automatically assigned the rank of Lecturer.
- C. A department chair may recommend the faculty member for advanced initial placement as Adjunct I or Adjunct II if the individual meets the stipulated criteria; such recommendations require review and approval by the corresponding dean.

**IV. Part-Time Faculty Assignment to Advanced Rank**

- A. Eligibility
  - 1. The part-time faculty member must have completed a minimum of six semesters of service (may be non-consecutive) and the teaching of 18 credits.
  - 2. The part-time faculty member must have participated in all required professional development activities.
  - 3. A part-time faculty member may only be considered for advancement to the next highest rank.
- B. Each advancement in rank requires the completion of a minimum of six additional semesters of service (which may be non-consecutive) and the teaching of 18 additional credits
- C. Advancement requests are initiated by the part-time faculty members department chairperson upon the part-time faculty members request and are forwarded to the corresponding dean
  - 1. The faculty member should be made fully aware of the results of the administrative review at each step.
  - 2. The faculty member will be notified in writing of the decision and, if denied advancement, the reason upon which denial was based.
  - 3. Faculty members denied advancement shall, upon request in writing to the corresponding dean, be granted a meeting for further explanation.

**V. Appointment of Visiting Professor**

- A. Requests for a visiting professorship in Academic Affairs shall be made by the

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corresponding Vice President to the Senior Vice President for Academic Affairs/College Provost by January each year for the following academic year. If approved, a call for nominees shall be made via advertisement and announcements using the College's usual channels.

- B. Nominees for a visiting professor shall be
  1. Capable of contributing to the overall development of the College through classroom activities, seminars, workshops, forums, public lectures, consultation (within the College), etc.
  2. Available for full-time service to the College during the term of appointment.
- C. The Senior Vice President for Academic Affairs/College Provost will review the list of qualified nominees and forward their recommendation to the President.

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Administrative Approval: September 21, 1987; June 19, 2000; June 29, 2005; June 5, 2008; August 24, 2010; November 20, 2025.