

## **GROSSMONT COLLEGE ACADEMIC RANK POLICY FOR FULL-TIME FACULTY**

In the spring of 1987 the Academic Senate of Grossmont College instituted awarding rank to recognize teaching excellence, professional achievement, and college service. Faculty whose professional activities meet the criteria are invited to petition the Academic Senate for the appropriate rank

### **ARTICLE I – Non-compensation**

Because this is a Senate (versus pay) title, the awarding of academic rank shall not result in any change in the salary schedule nor the position that the faculty member occupies on that schedule.

### **ARTICLE II – Designations**

- A. Professor: Ten years as a full-time community college, college, or university faculty member with tenure granted by GCCCD and at least three of the criteria in Article III to include one from each category.
- B. Associate Professor: Six years as a full-time community college, college, or university faculty member with tenure granted by GCCCD and at least one of the criteria from each category listed in Article III.
- C. Assistant Professor: When full-time faculty members are hired, they will be assigned the rank of Assistant Professor.

### **ARTICLE III – Criteria**

#### **A. Criterion One – Professional Achievement**

Applicant should provide details to help the Professional Advancement Committee understand the significance of the Professional Achievement [e.g., copy of cultural enrichment program; for a refereed text or research article, the name of the publisher, ISBN, and date of publication, description of any referenced program, presentation, organization, etc. to provide context and explanation.]

- 1. Possession of an earned doctorate from an accredited institution.
- 2. Initiated and played a major role in the implementation of an educational program recognized by the Professional Advancement Committee as a significant benefit to students.
- 3. Made significant contributions to the community's cultural enrichment through personal achievements in the performing, literary and/or visual arts.
- 4. Authored or co-authored a refereed text or research article, or computer software in petitioner's subject specialty recognized by the Professional Advancement Committee as significant.
- 5. Made presentations at professional conferences or professional meetings recognized by the Professional Advancement Committee as academically significant to petitioner's discipline.
- 6. Obtained outside funding or grants to enhance the college's teaching, research, and/or educational resources.
- 7. Other professional achievement recognized by the Professional Advancement Committee as at least equal in significance to any of the above. (i.e., received "Distinguished Faculty Award")

#### **B. Criterion Two – College Service**

Applicants should demonstrate consistent and continuous college service that helps the college function within the past five years.

- 1. Served at least two years as a department chair or coordinator or served at least two years as a member of the Academic Senate within the past five years.
- 2. Served at least two semesters on any major college or District committee (e.g., Budget, Technology, Facilities, Curriculum, Program Review, Professional Development, Planning & Institutional Effectiveness, Student Success and Equity, Staffing, College Council) within the past five years.
- 3. Served at last three years on any combination of college or district committees within the past five years not covered by the previous criterion.
- 4. Chaired or co-chaired a major committee within the past five years for a period of at least one year.
- 5. Other college service that the Professional Advancement Committee deems to be at least equal in significance to any of the above within the past five years [including major college or district committees not listed in number 2, e.g., Accreditation Co-Chair, club advisor for at least four consecutive years, etc.].

## **ARTICLE IV - Procedures**

### **A. Application Process**

1. Access the *Academic Rank Petition* form from the Academic Senate website.
2. Complete the petition and attach applicable supporting materials.
3. Submit the completed petition as instructed on the petition form on or before the deadline.

### **B. Appropriate Dean signature, according to the timeline on the Senate website and in emailed instructions, to verify satisfactory or better scores on the two most recent evaluations included in the petition's submission.**

### **C. Approval Process**

1. The Professional Advancement Committee consists of a minimum of five members elected by the Academic Senate.
2. Decisions of the Professional Advancement Committee must be unanimous.
3. Petitions will be rejected only for failure to meet the criteria.
4. Petitioners who do not receive a unanimous vote will receive a written explanation.
5. The Chair of the Professional Advancement Committee will submit recommendations for rank to the President of the Academic Senate.
6. Approval of rank shall require a majority vote of the senators present at a regular meeting of the Academic Senate.
7. A Certificate of Rank will be issued by the Academic Senate
8. The Academic Senate will forward in an annual report the names of faculty approved for academic rank to the college President for publication and dissemination.

### **D. Conciliation Process**

1. An unsuccessful petitioner is entitled to meet with the Professional Advancement Committee if he/she feels that, through violation of the procedure or misinterpretation of the criteria or of the petition, the Professional Advancement Committee is in error.
2. The petitioner will request that the Chair of the Professional Advancement Committee convene the Committee to hear the petitioner.
3. The Professional Advancement Committee will reevaluate its decision and, if rank is recommended, notify the President of the Academic Senate.

### **E. Appeal Process**

1. If no resolution is possible at the conciliation level, the petitioner will present written details of the appeal along with a copy of his/her original application for rank to the Professional Relations Committee.
2. The petitioner will notify the Professional Advancement Committee in writing that an appeal has been presented to the Professional Relations Committee.
3. The Professional Relations Committee will meet to resolve the appeal within ten (10) working days (exclusive of summer) of receipt of the appeal.
4. The Professional Relations Committee will forward a written response to the petitioner with a copy to the Professional Advancement Committee.

## **ARTICLE V – Publication of Academic Rank**

Each person who is awarded academic rank will be accorded the benefits and recognition of rank. Academic rank designation will be included in all future catalogues, class schedules and official records of the college. A Certificate of Rank, signed by the President of Grossmont College, the President of the Academic Senate and the Chancellor, will be presented to the faculty member.