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Chapter: Personnel

Modification No. 002

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 assignment of academic rank titles is not associated in any manner with full-time faculty salary placement, advancement on the salary schedule, the award or renewal of contract, hiring preference, or any other conditions of employment.

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Board Approval: September 21, 1987; June 19, 2000

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I. Original Rank Assignment for Full-Time Faculty

- A. The rank assigned a new full-time member of the faculty depends upon the individual's degree status and his/her teaching and related professional rank.
- B. Rank assignment will be based on a point system:
  - 1. One point is granted for each year of full-time teaching in a college or university.
  - 2. One-half of a point is allowed for each year of full-time teaching in a secondary school.
  - 3. One-half of a point is included for each year of professional or industrial experience that is related to the faculty member's work at the College.
  - 4. Four points are given for an earned doctor's degree; three for a master's degree with 30 semester hours of additional coursework, if the faculty member does not have the doctorate; and two for a master's degree with fewer than 30 semester hours of additional coursework.
  - 5. For purposes of determining initial rank only, no more than one point may be added based upon exceptional achievement in teaching or related professional activities. A written justification of the fractions or point assigned shall be prepared by the department chairperson/designated supervisor and shall accompany the recommendation.
  - 6. A point sum that is less than 6 permits the assignment of instructor rank; a minimum point sum of 6 permits the assignment of an assistant professorship; a minimum point sum of 12 permits the assignment of an associate professorship; a minimum point sum of 18 permits the rank of full professor.

C. Procedures

- 1. The department chairperson/designated supervisor makes the initial recommendation for the original assignment of rank through normal administrative channels to the campus Vice President and Provost; the campus Vice President and Provost shall forward the recommendation to the appropriate campus faculty group, which gives its evaluation to the Vice President and Provost for action.
- 2. The faculty member may initiate a request for review of the original rank assignment through the department chairperson/designated supervisor to the next appropriate supervisor.
- 3. The department chairperson/designated supervisor concerned may be

invited to take part in the campus committee's evaluation of the faculty member.

4. Every effort should be made to assign rank prior to employment of members of the faculty. If possible, the prospective faculty member is informed by the campus Vice President and Provost of the proposed rank assignment at the time a letter of appointment is transmitted.

II. Full-Time Faculty Assignment to Advanced Rank

A. Before being considered for advancement in rank, a full-time faculty member must hold an assigned rank for a minimum of two years. After receiving an initial full-time faculty rank, a faculty member may be considered only for advancement to the next higher rank. Rank advancement is based upon the criteria indicated above. No points may be awarded any given year for advancement in rank if the faculty member receives an unsatisfactory performance rating. Points beyond those awarded for initial rank may be granted as follows:

1. One point for each year in which the faculty member receives a satisfactory performance rating.
2. Four points for an earned doctor's degree less any points previously awarded for a master's degree.
3. Three points for a master's degree with 30 hours or more of required academic study (if the member of the faculty does not have the doctorate) less any points originally awarded for a master's degree.
4. Two points for a master's degree with fewer than 30 hours of required academic study providing that points were not originally awarded for this achievement.

B. Evaluations are processed through the campus Vice President and Provost for certification regarding points to be assigned.

III. Original Rank Assignment of Part-Time Faculty

New part-time faculty are automatically assigned the rank of Lecturer, unless a recommendation is made for advanced placement for meeting the criteria stipulated for that of Adjunct I or Adjunct II. The recommendation for initial placement as Adjunct I or II shall be made by the appropriate faculty and administrators and approved by the Vice President and Provost as designated by Senior Vice President for Academic and Student Services.

IV. Part-Time Faculty Assignment to Advanced Rank

A. Procedures

1. Upon completion of a minimum of six semesters (may be non-consecutive) and 18 credits and having participated in certain professional development activities, a part-time faculty member is eligible for assignment to the next rank. Each advancement in rank requires an additional minimum six semesters (may be non-consecutive) and an

additional 18 credits and appropriate professional development activities. However, assignment is not automatic, but depends upon an administrative review to assure that minimum requirements have been met, and that the part-time faculty member's evaluations have been satisfactory. The recommendation is initiated by the department chairperson/designated supervisor and is forwarded to the campus Vice President and Provost for action.

2. For purposes of employment, all part-time faculty at Montgomery College have one official record. When evaluation of service is required, the campus at which the individual's service has been greatest will be responsible for initiating such evaluations. See the Board policy on part-time faculty published elsewhere in the manual for guidance regarding evaluation and other aspects of part-time faculty employment.

**B. Notification and Appeals**

1. The campus Vice President and Provost or designee notifies the faculty member of the assignment of original rank and advancement in rank.
2. The faculty member should be made fully aware of the results of the administrative review at each step. If the recommendation of the campus Vice President and Provost is adverse to the faculty member, he/she will have the opportunity to appeal the recommendation to the Senior Vice President for Academic and Student Services.

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