

Chapter: Personnel

Modification No. 0023

Subject: Academic Rank

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 full-time faculty 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.

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

Chapter: Personnel

Modification No. 0056

Subject: Academic Rank

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 ~~his/her~~ their teaching and related professional ~~experience.~~ rank.
- B. Rank assignment will be based on a point system:
 1. One 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 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.
 24. One-half of a point is allowed for each year of full-time relevant teaching/counseling ~~in a secondary at the high school (9-12th grade) or equivalent level.~~ school.
 35. One-half of a point is ~~included~~ allowed for each year of professional or industry~~ial~~ experience that is related to the faculty member's work at the College.
 46. Additional points are awarded for the highest degree in a relevant discipline attained:
 - a. Six (6) ~~Four~~ points ~~are given~~ for an earned doctor~~ate's~~ degree; or;
 - b. ~~three~~ Four (4) points for an earned master's degree with 30 semester hours or more of additional post-master's level coursework, ~~if the faculty member does not have the doctorate; and~~ or
 - c. ~~Two~~ (2) points ~~for an earned~~ master's degree with fewer than 30 semester hours of additional post-master's level coursework.
 57. For purposes of determining initial rank only, no more than one additional point may be added based upon exceptional achievement in teaching, ~~or significant related~~ professional activities or accomplishments, or additional credentials. A written justification of the fractions or point 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.

6. Rank assignment shall be determined according to the cumulative point total:

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

~~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 corresponding dean ~~department chairperson/designated supervisor~~ makes the ~~initial~~ recommendation for the ~~original~~initial assignment of rank and forwards the recommendation to Human Resources and Strategic Talent Management (HSRTM) for review and confirmation. ~~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 is notified of their rank assignment at the time of hire and may initiate a submit a request for review of the original rank assignment to the appropriate vice president within 30 days. ~~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. Eligibility

1. The ~~Before being considered for advancement in rank, a~~ full-time faculty member must have held ~~old an~~ 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. ~~After receiving an initial full-time faculty rank, a~~ The full-time faculty member may only be considered ~~only~~ for advancement to the next highest rank. ~~Rank advancement is based upon the criteria indicated above.~~

4. ~~No p~~Points may only be awarded ~~for any given years for advancement in rank if for which~~ the faculty member receives ~~d~~ an unsatisfactory performance rating. ~~Points beyond those awarded for initial rank may be granted as follows:~~

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 ~~performance rating.~~

2. Points are awarded for additional degrees attained since the initial rank placement:

a. Six ~~Four~~ points for an earned doctorate's degree, less any points previously awarded for a master's degree; or

b. ~~3.~~ Four ~~Three~~ points for an earned master's degree with 30 semester hours or more of additional post-master's level coursework ~~required academic study (if the member of the faculty does not have the doctorate)~~, less any points previously ~~originally~~ awarded for a master's degree; or

c. ~~4.~~ Two points for an earned master's degree with fewer than 30 semester hours of additional post-master's level coursework, less any points previously awarded for a master's degree, ~~required academic study providing that points were not originally awarded for this achievement.~~

C. Advancement requests ~~Evaluations~~ are made by the faculty member and processed through the corresponding campus Vice President ~~and Provost~~ 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 ~~, unless a~~ recommend the faculty member for ~~ation is made for~~ advanced initial placement ~~for meeting the criteria stipulated for that of~~ as Adjunct I or Adjunct II if the individual meets the stipulated criteria; such recommendations require review and approval by the corresponding dean.

~~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. Eligibility

~~A. Procedures~~

- ~~1. The part-time faculty member must have~~ Upon completion of 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 and having~~ participated in ~~certain~~ all required professional development activities.
- ~~3. A~~ a part-time faculty member may only be considered for advancement is eligible for assignment to the next highest rank.

B. Each advancement in rank requires the completion of an additional minimum of six additional semesters of service (which may be non-consecutive) and the teaching of an additional 18 additional 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.~~

~~1. C. Advancement requests are~~ The recommendation is initiated by the part-time faculty members department chairperson upon the part-time faculty members request ~~/designated supervisor~~ and are is forwarded to the corresponding dean 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.~~

~~21. 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.~~

2. The faculty member will be notified in writing of the decision and, if denied advancement, the reason upon which denial was based.

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231 3. Faculty members denied advancement shall, upon request in writing to
232 the corresponding dean, be granted a meeting for further explanation.
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234 V. Appointment of Visiting Professor
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- 236 A. Requests for a visiting professorship in Academic Affairs shall be made by the
237 corresponding Vice President to the Senior Vice President for Academic
238 Affairs/College Provost by January each year for the following academic year. If
239 approved a call for nominees shall be made via advertisement and
240 announcements using the College's usual channels.
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242 B. Nominees for a visiting professor shall be
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- 244 1. Capable of contributing to the overall development of the ~~campus~~College
245 through classroom activities, seminars, workshops, forums, public
246 lectures, consultation (within the ~~campus~~College), etc.
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248 2. Available for full-time service to the College during the term of
249 appointment.
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- 251 C. The Senior Vice President for Academic Affairs/College Provost will review the
252 list of qualified nominees and forward their recommendation to the President.
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257 Administrative Approval: September 21, 1987; June 19, 2000; June 29, 2005; June 5, 2008;
258 August 24, 2010; DATE.
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