



Process for Advancement in Academic Rank

To be submitted to Academic Senate Executive Team

Advancement to Professor

According to AP7210 Advancement in Academic Rank: An **Associate Professor** may make application for the rank of **Professor** after a minimum of three (3) years of full-time service as an Associate Professor and upon fulfillment of the criteria listed below:

- A. Evidence of professional growth as it relates to the faculty service area.
- B. Evidence of service to the college.
- C. Evidence of service to the college community.

Advancement to Professor Emeritus

The title to be granted to retiring faculty who have served a minimum of 10 years in the district upon favorable decision by the Academic Senate following recommendation by the Committee on Academic Rank. An application for Professor Emeritus may be submitted, signed by any three division or department colleagues of the retiring faculty member.

Steps of the Process

1. Application submitted by faculty member or someone on behalf of the faculty member to the Academic Senate Executive Team
2. The Academic Senate Executive Team reviews applications and votes to recommend or not recommend advancement (majority vote).
3. Recommendations are brought forward to the full Academic Senate for a vote. A simple majority is required to move an applicant forward.
4. Favorable recommendations are submitted to the CHC administration to present to the Board of Trustees as an information item.

Rubric

Faculty would need a “Yes” rating in all three categories. A minimum of one criterion is required for each category.

Category	Yes	No
<p>Evidence of professional growth as it relates to the faculty service area Service examples (may include but not limited to):</p> <ul style="list-style-type: none"> ● Professional development activities ● Professional organizations ● Honors or awards in the service area ● Research or publications ● Leadership roles on and off-campus 		
<p>Evidence of service to the college Service examples (may include but not limited to):</p> <ul style="list-style-type: none"> ● Committees ● Department chair ● Participation in shared governance or other leadership ● Mentoring other faculty ● Leadership roles on and off-campus 		
<p>Evidence of service to the college community Service examples (may include but not limited to):</p> <ul style="list-style-type: none"> ● Advising or mentoring students ● Participation in campus-wide initiatives ● Representation of the college in the community ● Community service or activity ● Leadership roles on and off-campus 		

Application for Advancement in Academic Rank

Name _____ Date _____

Discipline/Dept/Area _____

Relationship to applicant: ___ Self ___ Other: _____

Current Rank: _____ Next Rank: _____

Date of hire for full-time service to the District _____

Total years of full-time service to the District _____

Total years of full-time service completed after Tenure _____

Please describe how the following criteria have been met:

1. Evidence of professional growth as it relates to your faculty service area
2. Evidence of service to the college
3. Evidence of service to the college community



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 Owner: Kristina Hannon
 Policy Area: Chapter 7 Human Resources
 References:

AP 7210 Academic Employees (Academic Rank)

ACADEMIC RANK

A. Authorized Titles

1. Adjunct Professor--The title of all non-tenure track faculty members.
2. Assistant Professor--The title of all tenure-track faculty and full-time temporary faculty.
3. Associate Professor--The title of all certificated personnel upon the granting of tenure by the Board.
4. Professor--The title to be granted upon a favorable decision by the Academic Senate following recommendation by the Committee on Academic Rank.
5. Professor Emeritus-- The title to be granted to retiring faculty who have served a minimum of 10 years in the district upon favorable decision by the Academic Senate following recommendation by the Committee on Academic Rank.

B. The academic title shall bear no relationship to college salary schedules or other privileges.

C. Use of Academic Rank Titles

1. All titles made applicable by these regulations shall be used in both internal and external district communications, publications and/or college publicity.
2. The title of "Assistant professor" shall be used in employment announcements of full-time tenure-track positions.

D. Nomination Procedure

A nomination for advancement in rank may be generated from an eligible individual on behalf of him/herself, from an academic peer, or from the department or division chairperson. Nominations shall be submitted to the College Committee on Academic Rank.

E. Committee on Academic Rank

1. The committee shall be appointed according to the bylaws of the Academic Senate.
2. The committee will consider requests for advancement. A decision will be reached by a majority vote.
3. Committee recommendations will be submitted to the Academic Senate for approval.

F. Criteria for Advancement to Associate Professor, Professor, or Professor Emeritus

1. Associate Professor
The granting of the title Associate Professor is conferred with the granting of tenure.
2. Professor

An Associate Professor may make application for the rank of Professor after a minimum of three (3) years of full-time service as an Associate Professor and upon fulfillment of the criteria listed below:

- a. Evidence of professional growth as it relates to the faculty service area.
- b. Evidence of service to the college.
- c. Evidence of service to the college community.

3. Professor Emeritus

An application for Professor Emeritus may be submitted signed by any three division or department colleagues of the retiring faculty member.

G. Special Considerations

1. If a faculty member transfers to another college within the district having academic rank, the current rank achieved will be honored.
2. The ranks of Professor and Professor Emeritus given before the current version of the AP/BP will be honored.
3. A faculty member who joins SBCCD as full-time faculty and who held academic rank in a previous position at another institution, may submit documentation to apply for rank to the Committee on Academic Rank.

H. Appeals Procedure

1. A decision rendered by the Committee on Academic Rank may be appealed to an Appeals Committee.
2. The Appeals committee shall be appointed according to the bylaws of the Academic Senate.
3. The Appeals committee shall consist of different faculty members than those who served on the Committee on Academic Rank.
4. The Appeals Committee will select one of its own members as chairperson.

Revised by representatives from both CHC and SBVC.

Approved by SBVC Academic Senate 2/5/2020

Approved by CHC Academic Senate 2/19/2020

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
	Policy Stat	06/2020
	Policy Stat	06/2020

