

**Approved: January 11, 1990**

**ACADEMIC RECOGNITION PROGRAMS**

- A. The college president shall designate those college events that shall be recognized as official occasions for Academic Recognition. Participants in such designated events shall wear traditional academic attire.
- B. For those who have academic degrees, appropriate attire shall consist of gown, hood, and cap are representative of the institution from which the authorized wearer has received his/her highest academic degree.
- C. For members of the official party who do not have a university or college degree, the traditional black gown and cap with a white tassel is appropriate.

**SBVC ACADEMIC RANK**

**A. Authorized titles:**

- 1. **Lecturer**--The title of all hourly, part-time faculty members who are not members of the contract college staff.
- 2. **Instructor**--The title of all certificated staff on probationary status.
- 3. **Assistant Professor**--The title of all certificated personnel upon the granting of tenure status by the Board.
- 4. **Associate Professor**--The title to be granted upon a favorable decision by the college president following recommendation by the appropriate college committee.
- 5. **Professor**--The title to be granted upon a favorable decision by the college president following recommendation by the appropriate college committee.
- 6. **Professor Emeritus**--The title to be granted to retiring faculty upon a favorable decision by the college president following recommendation by the appropriate college committee.

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

C. All titles made applicable by these regulations may be used in publications and/or college publicity.

**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 consist of the Senate President (or designee) who shall serve as chairperson and six faculty members who are appointed by the Executive Committee of the Senate.
- 2. The committee will be supplemented during its deliberations by a representative of the college president, the chairperson (or designee) of each division (SBVC only) which has a candidate for advancement, and the head of each department (or designee) in which the applicant teaches. Representatives listed here serve without a vote.
- 3. The committee will consider requests for advancement. A decision will be reached

by a simple majority vote except as stated in item below.

4. Committee recommendations will be submitted to the president of the college for his/her action.

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

1. Associate Professor
  - a. Following the granting of the title Assistant Professor, which is conferred with the granting of tenure, the conditions listed below shall be given special consideration.
  - b. Seven years of satisfactory full-time service in an academic faculty position (includes all academic staff except super-visors and managers).
  - c. An earned Master's Degree or Doctorate. This requirement may be waived by unanimous vote of the committee in cases of unusual merit.)
  - d. Evidence of continued successful teaching/service and other departmental performance.
  - e. Evidence of service to the college.
  - f. Evidence of service to the college community.
  - g. Evidence of continued growth in professional areas.
2. Professor
  - a. Following the granting of the title Associate Professor, the conditions listed below shall be given special consideration.
  - b. A minimum of three years as an Associate Professor.
  - c. Continued professional growth as evidenced by any of the following: research, pertinent travel, sabbatical leave experience, advanced degrees, and publications.
  - d. Continued evidence of service to the college district.
  - e. Continued evidence of service to the college community.
  - f. Professor Emeritus An application for Professor Emeritus may be submitted signed by any three division or department colleagues of the retiring faculty member.
  - g. The faculty member being considered must have served a minimum of twenty years in the District.

**G. Appeals Procedure**

1. A decision rendered by the Committee on Academic Rank may be appealed to an Appeals Committee.
2. The Appeals Committee shall consist of five members.
3. The Executive Committee of the Academic Senate will appoint four faculty members. One of the appointees must be chosen from the department in which the applicant works.

4. The college president (or designee) shall represent the administration.
5. No member can serve on this committee if he/she is also a member of the Committee on Academic Rank.
6. The Appeals Committee will select one of its own members as chairperson.

CHC ACADEMIC RANK  
(Procedure Adopted by the CHC AS in the Spring of 2004)

A. Authorized titles:

1. Instructor--The title of all hourly, part-time faculty members who are not members of the contract college personnel.
2. Assistant Professor--The title of all certificated personnel on probationary status.
3. Associate Professor--The title of all certificated personnel upon the granting of tenure status by the Board.
4. Professor--The title of all certificated personnel granted upon seven years of full-time service in an academic faculty position.
5. Professor Emeritus--The granted to retiring faculty by an adopted resolution of the academic senate and upon a favorable decision by the college president.

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

C. All titles made applicable by these regulations may be used in publications and/or college publicity.