

# Cuyamaca College

## Academic Rank

### Guiding Principles

Academic rank is meant to honor teaching excellence, academic achievement, professional achievement and service to the students of Cuyamaca College. It will recognize the contributions of full-time faculty.

### ARTICLE I – Requirements

- A. When full-time faculty members are hired they will be given the rank of Assistant Professor.
- B. When full-time faculty members receive tenure they will be given the rank of Associate Professor.
- C. Movement of tenured faculty members to the rank of Professor will be determined based upon the following criteria and application by the faculty member.
  - 1. Six (6) years of full-time certificated service to the District.
  - 2. At least four criteria listed in Article IV, to include at least one criterion from each category.

### ARTICLE II – Application Process

- A. Applicant for professor rank obtains an application form from the Academic Senate office.
- B. Applicant completes the form and submits it with accompanying documentation to the Academic Senate office.
- C. Where necessary, secure verification of years of service from the District personnel office.
- D. The Academic Rank Committee (ARC) of the Academic Senate reviews all materials and makes a recommendation to the Academic Senate.

### ARTICLE III – Approval Process

- A. Submit completed application to the Academic Senate office or the chair of the ARC.
- B. Upon recommendation of the ARC and approval by the Academic Senate, a certificate of Rank will be granted by the Academic Senate.
- C. 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.

### ARTICLE IV – Criteria

- A. Professional Achievement
  - 1. Demonstrate excellence in teaching, counseling or librarianship. This requires an “Excellence in Teaching” award (not nominations), and/or three evaluations of 4.75 or higher (as evidenced by evaluation summary sheet provided by the applicant).

2. Initiated and played a major role in the design and/or implementation of an educational program recognized by the ARC as a significant benefit to students; such as designing a new program, designing a new technological application (not the use of PowerPoint in classroom presentations), major involvement in the design of a facility, Title III grant. (Applicant must provide a narrative describing their role in this including key people with whom the applicant worked.)
3. Made significant contributions to the community's cultural enrichment through personal achievements in the performing, literary and/or visual arts. Must be sponsored by or recognized by a professional organization related to the area of discipline. (Applicant should provide a copy of the program.)
4. Authored or co-authored a refereed text or research article, or computer software in petitioner's subject speciality recognized by the ARC as significant. This does not include the use of existing software for classroom presentation, i.e. PowerPoint. (Applicant needs to provide the name of the publisher, ISBN, and date of publication.)
5. Made presentations at professional conferences or professional meetings (outside the district) recognized by the ARC as significant to petitioner's discipline. (Present documentation of sponsoring agency, date and location.)
6. Obtained *significant* outside funding, grants, or equipment to enhance the college's teaching, research, and/or educational resources. (Applicant will provide cash amount or cash equivalent amount for equipment donations and explain how this was a significant contribution to the college.)
7. Other professional achievement recognized by the ARC as at least equal in significance to any of the above. (Please explain why this should be equal to one of the above.)
8. Possession of an earned doctorate from an accredited institution.

B. College Service

1. Served at least four years as a department chair or coordinator.
2. Served at least four years as an active member of the Academic Senate. (As evidenced by listing in the roll call recorded in the minutes or having served as an officer.)
3. Served at least four years on one major committee or two years on two major college or district committees [e.g., General Education, Curriculum, Program Review, Learning Skills, Professional Development, Academic Master Plan Committee, Instructional Technology Plan Committee, Student Services Master Plan Committee, Matriculation Committee (now called Student Success Committee)].
4. Chaired one of the above major committees for a period of at least two years.
5. Other college service which the ARC deems to be at least equal in significance to any of the above [including major college or district committees not listed in number 3. ex. Chair College Accreditation Committee (not subcommittee), club advisor for four years, receiving "Golden Rainbow Award," etc.]

## ARTICLE V – Procedures

- A. The Academic Rank Committee consists of five members appointed by the Academic Senate.
- B. Recommendations on appointment to full professor by the ARC will be by majority vote.
- C. Applicants who do not receive a majority vote will receive a written explanation.
- D. The names of the nominees who meet all criteria will be given to the president of the Academic Senate to present to the Senate for approval.
- E. Approval of the professor rank shall require a majority vote of the senators present at a regular meeting of the Academic Senate at which a quorum is present.
- D. A certificate of Rank will be granted by the Academic Senate.
- E. 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.