**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**Grossmont College**

Petition for Full-Time Academic Rank

Date:

To: Academic Senate, Grossmont College

From: Email Address:

Department:       Division:

I hereby apply for the rank of:

Number of Semesters Served:

Professional Achievements satisfying requirements stated in Article III.A of the Academic Rank policy:

ACTIVITY

DATE

College Service satisfying requirement(s) stated in Article III.B of the Academic Rank Policy.

ACTIVITY

DATE

|  |
| --- |
| The petitioner has received a satisfactory or better score on the two most recent evaluations.  Dean:  *Signature* *Division*      *College* |

***Return this form to the Chair of the Academic Rank Committee.***

***FOR COMMITTEE USE ONLY***

***Committee Response***  Approved  Disapproved

Comments:

*Chair, Academic Rank Committee Date*

Routing: Academic Rank Committee

Academic Senate Revised: June 2014

College President

**GROSSMONT COLLEGE ACADEMIC RANK POLICY FOR FULL-TIME FACULTY**

In the spring of 1987 the Academic Senate of Grossmont College instituted awarding rank to recognize teaching excellence, professional achievement, and college service. Faculty whose professional activities meet the criteria are invited to petition the Academic Senate for the appropriate rank

**ARTICLE I – Non-compensation**

Because this is a Senate (versus pay) title, the awarding of academic rank shall not result in any change in the salary schedule nor the position that the faculty member occupies on that schedule.

**ARTICLE II – Designations**

1. Professor: Ten years as a full-time community college, college, or university faculty member with tenure granted by GCCCD and at least three of the criteria in Article III to include one from each category.
2. Associate Professor: Six years as a full-time community college, college, or university faculty member with tenure granted by GCCCD and at least one of the criteria from each category listed in Article III.
3. Assistant Professor: Tenured full-time faculty member of GCCCD, and at least one of the criteria listed in Article III.
4. A non-tenured full-time faculty member or eligible tenured faculty member who chooses not to apply for academic rank will be designated as Instructor, Counselor, or Learning Specialist as appropriate.

**ARTICLE III – Criteria**

1. Criterion One – Professional Achievement

**Applicant should provide details to help the Academic Rank Committee (ARC) understand the significance of the Professional Achievement [e.g. copy of cultural enrichment program; for a refereed text or research article, the name of the publisher, ISBN, and date of publication, description of any referenced program, presentation, organization, etc. to provide context and explanation.]**

* 1. Possession of an earned doctorate from an accredited institution.
  2. Initiated and played a major role in the implementation of an educational program recognized by the Academic Rank Committee (ARC) as a significant benefit to students.
  3. Made significant contributions to the community’s cultural enrichment through personal achievements in the performing, literary and/or visual arts.
  4. Authored or co-authored a refereed text or research article, or computer software in petitioner’s subject specialty recognized by the ARC as significant.
  5. Made presentations at professional conferences or meetings recognized by the ARC as academically significant to petitioner’s discipline.
  6. Obtained outside funding or grants to enhance the college’s teaching, research, and/or educational resources.
  7. Other professional achievement recognized by the ARC as at least equal in significance to any of the above.

1. Criterion Two – College Service

**Applicants should demonstrate consistent and continuous college service that helps the college function within the past five years.**

* 1. Served at least two years as a department chair or coordinator or served at least two years as a member of the Academic Senate within the past five years.
  2. Served at least two years on one or one year on two major college or district committee (e.g. General Education, Curriculum, District Load, Program Review, Learning Skills, AFT Steering, Professional Development, Planning & Resources (now Budget and/or College Council), Institutional Excellence (now Planning and Institutional Effectiveness-PIEC), DEI, Basic Skills) within the past five years.
  3. Served at last three years on any combination of college or district committees within the past five years not covered by the previous criterion.
  4. Chaired a major committee within the past five years for a period of at least one year.
  5. Other college service that the ARC deems to be at least equal in significance to any of the above within the past five years [including major college or district committees not listed in number 2. e.g. Chair College Accreditation Committee (not subcommittee), club advisor for at least four consecutive years, etc.].

**ARTICLE IV - Procedures**

1. Application Process
   1. Obtain an *Academic Rank Petition* form from the Academic Senate website.
   2. Complete the petition and attach applicable supporting materials.
   3. Submit the completed petition as instructed on the Senate website and in email instructions on or before the deadline.
2. Appropriate Dean signature, according to the timeline on the Senate website and in emailed instructions, to verify satisfactory or better scores on the two most recent evaluations,.
3. Approval Process
4. The Academic Rank Committee consists of five members elected by the Academic Senate.
5. Decisions of the Academic Rank Committee must be unanimous.
6. Petitions will be rejected only for failure to meet the criteria.
7. Petitioners who do not receive a unanimous vote will receive a written explanation.
8. The Chair of the Academic Rank Committee will submit recommendations for rank to the President of the Academic Senate.
9. Approval of rank shall require a majority vote of the senators present at a regular meeting of the Academic Senate.
10. A Certificate of Rank will be issued by the Academic Senate at the College Recognition ceremony in May.
11. 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.
12. Conciliation Process
13. An unsuccessful petitioner is entitled to meet with the Academic Rank Committee if he/she feels that, through violation of the procedure or misinterpretation of the criteria or of the petition, the Academic Rank Committee is in error.
14. The petitioner will request that the Chair of the Academic Rank Committee convene the Committee to hear the petitioner.
15. The Academic Rank Committee will reevaluate its decision and, if rank is recommended, notify the President of the Academic Senate.
16. Appeal Process
    1. If no resolution is possible at the conciliation level, the petitioner will present written details of the appeal along with a copy of his/her original application for rank to the Professional Relations Committee.
    2. The petitioner will notify the Academic Rank Committee in writing that an appeal has been presented to the Professional Relations Committee.
    3. The Professional Relations Committee will meet to resolve the appeal within ten (10) working days (exclusive of summer) of receipt of the appeal.
    4. Professional Relations Committee will forward a written response to the petitioner with a copy to the Academic Rank Committee.

**ARTICLE V – Publication of Academic Rank**

Each person who is awarded academic rank will be accorded the benefits and recognition of rank. Academic rank designation will be included in all future catalogues, class schedules and official records of the college. A Certificate of Rank, signed by the President of Grossmont College, the President of the Academic Senate and the Chancellor, will be presented to the Adjunct faculty member.

Rev. 2/25/15sg