

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.

Signature

Dean: _____
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

XI. 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 in the position which that the faculty member occupies on that schedule. Any attempt to affect such a change shall result in revocation of Grossmont College's Academic Senate sponsorship of this plan.~~

ARTICLE II – Designations

- A. 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.
- B. 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 listed in Article III.
- C. Assistant Professor: Tenured full-time faculty member of GCCCD, and at least one of the criteria from each category.
- D. 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.
- ~~E. Faculty who work less than full-time contract will be designated Adjunct Instructor.~~

ARTICLE III – Criteria

- A. 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.

- B. Criterion Two – College Service

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

GC Information Item A, Attachment D-1, 12-1-14

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, [United Faculty AFT Steering](#), Professional Development, [College Planning & Resources](#), [Institutional Excellence](#), [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

A. Application Process

1. Obtain an *Academic Rank Petition* form from the Academic Senate website.
2. Complete the petition and attach applicable supporting materials.
- ~~3. Obtain the appropriate Dean/Director's verification of satisfactory or better scores on the two most recent evaluations.~~
3. Submit the completed petition as instructed on the Senate website and in email instructions to the Chair of Academic Rank Committee on or before the deadline.
4. Appropriate Dean signature will be obtained to verify satisfactory or better scores on the two most recent evaluations after you have submitted your materials.

B. Approval Process

1. The Academic Rank Committee consists of five members elected by the Academic Senate.
2. Decisions of the Academic Rank Committee must be unanimous.
3. Petitions will be rejected only for failure to meet the criteria.
4. Petitioners who do not receive a unanimous vote will receive a written explanation.
5. The Chair of the Academic Rank Committee will submit recommendations for rank to the President of the Academic Senate.
6. Approval of rank shall require a majority vote of the senators present at a regular meeting of the Academic Senate.
7. A Certificate of Rank will be issued by the Academic Senate at the College Recognition ceremony in May.
8. 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.

C. Conciliation Process

1. 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.
2. The petitioner will request that the Chair of the Academic Rank Committee convene the Committee to hear the petitioner.
3. The Academic Rank Committee will reevaluate its decision and, if rank is recommended, notify the President of the Academic Senate.

D. 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 Collegial Mediation Committee.
2. The petitioner will notify the Academic Rank Committee in writing that an appeal has been presented to the Collegial Mediation Committee.
3. The Collegial Mediation Committee will meet to resolve the appeal within ten (10) working days (exclusive of summer) of receipt of the appeal.
4. The Collegial Mediation 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.

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
Grossmont College
Petition for Adjunct 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.

Signature

Dean: _____

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

GROSSMONT COLLEGE ACADEMIC RANK POLICY FOR ADJUNCT FACULTY

Approved by the Grossmont College Academic Senate February 3, 2014

Faculty whose professional activities meet the criteria are invited to petition the Academic Senate for the appropriate rank

XI-A. ACADEMIC RANK POLICY FOR ADJUNCT FACULTY

This Policy Pertains SOLELY to Adjunct Faculty Affiliated with Grossmont College through the Grossmont College Academic Senate.

ARTICLE I – Non-compensation

~~Faculty who work less than a full-time contract at Grossmont College will be designated Adjunct Instructor, Librarian, Counselor or Learning Specialist as appropriate. Because this is a Senate (versus pay) title, the awarding of adjunct academic rank shall not result in any change in the salary schedule nor in the position which that the faculty member occupies on that schedule. Any attempt to affect such a change shall result in revocation of Grossmont College's Academic Senate sponsorship of this plan.~~ Adjunct rank will not follow a person should they attain a tenure-track position in the District.

ARTICLE II – Designations

- A. Adjunct Professor: Twenty semesters employed as a Grossmont College faculty member and fulfilling at least two of the criteria listed in Article III to include one from each criteria A and B.
- B. Adjunct Associate Professor: Twelve semesters employed as a Grossmont College faculty member and fulfilling at least one of the criteria listed in Article III.
- C. Adjunct Assistant Professor: Eight semesters employed as a Grossmont College faculty member and fulfilling at least one of the criteria listed in Article III.
- ~~C-D.~~ Adjunct faculty who choose not to apply for academic rank will be designated as Adjunct Instructor, Counselor, or Learning Specialist as appropriate

ARTICLE III – Criteria

- A. 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.

B. 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 four semesters as a coordinator or served at least four semesters as a member of the Academic Senate or Academic Senate Part-Time Faculty Committee within the past five years.
2. Served at least two semesters on any major college or District committee (e.g., Curriculum, Program Review, Professional Development, Planning & Resources, Basic Skills, Institutional Excellence, Part-Time Faculty Committee, AFT Steering) within the past five years.
3. Served at least six semesters 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 two semesters.
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 eight consecutive semesters, etc.].

ARTICLE IV - Procedures

A. Application Process

1. Obtain an Academic Rank Petition form from Academic Senate website.
2. Complete the petition and attach applicable supporting materials.
- ~~3. Obtain the appropriate Dean/Director's verification of satisfactory or better scores on the two most recent evaluations.~~
3. Submit the completed petition as instructed on the Senate website and in email instructions to the Chair of Academic Rank Committee on or before the deadline.
4. Appropriate Dean signature will be obtained to verify satisfactory or better scores on the two most recent evaluations after you have submitted your materials.

B. Approval Process

1. The Academic Rank Committee consists of five members elected by the Academic Senate.
2. Decisions of the Academic Rank Committee must be unanimous.
3. Petitions will be rejected only for failure to meet the criteria.
4. Petitioners who do not receive a unanimous vote will receive a written explanation.
5. The Chair of the Academic Rank Committee will submit recommendations for rank to the President of the Academic Senate.
6. Approval of rank shall require a majority vote of the senators present at a regular meeting of the Academic Senate.
7. A Certificate of Rank will be issued by the Academic Senate at the College Recognition ceremony in May.
8. 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.

C. Conciliation Process

1. 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.

2. The petitioner will request that the Chair of the Academic Rank Committee convene the Committee to hear the petitioner.
3. The Academic Rank Committee will reevaluate its decision and, if rank is recommended, notify the President of the Academic Senate.

D. 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 Collegial Mediation Committee.
2. The petitioner will notify the Academic Rank Committee in writing that an appeal has been presented to the Collegial Mediation Committee.
3. The Collegial Mediation Committee will meet to resolve the appeal within ten (10) working days (exclusive of summer) of receipt of the appeal.
4. The College Mediation 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. 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.

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

Grossmont College

Emeritus Policy

Emeritus recognition is an honor bestowed by the Grossmont-Cuyamaca Community College District on a faculty member following retirement from a career of meritorious service to the college. Emeritus status may be awarded posthumously. Emeritus status may be sought on the honoree by 1) an academic department/program faculty, 2) the appropriate Dean/Vice President of the College, or 3) three or more tenured faculty colleagues. The person nominating the honoree or retiree seeking emeritus rank shall be responsible for providing the President of the Academic Senate with the completed nomination for Emeritus Status form and supporting documentation including three letters recommending the honoree for Emeritus status. Upon recommendation of the Academic Rank Committee (ARC), and approval of the Academic Senate and Governing Board, the honor will be bestowed by the President of the College in a public ceremony such as convocation or the next commencement ceremony following approval.

Article 1 – Criteria

- A) Twenty (20) years of full-time service to the District.
- B) Rank of Professor attained before retirement.
- C) At least four of the criteria listed in Section XI, Academic Rank Policy, Article III, Criteria, to include at least one criterion from each category. The other criteria from the College Service category must be satisfied within the 8 years preceding retirement.

Article II – Application Process

The person(s) nominating the honoree:

- Obtains a Petition for Emeritus Status form from the Grossmont College website.
- Completes the petition.
- Secures verification of years of service from Employment Services District Personnel Office.

Article III – Approval Process

- A) Submit completed application to the President of the Academic Senate or the Chair of the Academic Rank Committee.
- B) If the honoree does not hold the rank of Professor, application may not be considered.
- C) The procedures outlines in Section XI, Article IV, Subsection B, points 1 through 6 will be followed.

D) Upon recommendation of the ARC and approval of the Academic Senate, the petition will be submitted to the College President for presentation of Governing Board action. The Governing Board will be the only entity which can confer Emeritus status.

ARTICLE IV – Criteria

A. Criterion One – Professional Achievement

Applicant should provide details to help the 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, etc.]

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.

B. 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, United Faculty Steering, Professional Development, College Planning) 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 V – Procedures

- A. The Academic Rank Committee (ARC) consists of five members appointed by the Academic Senate Officers.
- B. Recommendations to approve Emeritus Status by the ARC will be by a super majority vote.
- C. Nominees who do not receive a super majority vote will receive a written explanation.
- D. The names of the nominees who meet all criteria will be forwarded to the president of the Academic Senate to present to the Senate for approval.
- E. Approval of the emeritus status shall require a majority vote of the senators present at a regular meeting of the Academic Senate.
- F. The Academic Senate will forward in an annual report the names of faculty approved for emeritus status to the college president.

The college president will forward the names through normal channels to be placed on the Governing Board agenda.

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

Grossmont College

Nomination for Emeritus Status

Date:

To: Academic Senate, Grossmont College

Emeritus Status Nomination for:

Department:

Nominated by:

MINIMUM REQUIREMENTS:

1. Years of faculty service to the District: (20 years minimum)
2. Rank of Full Professor (Year Awarded):
3. Recent service to the College during the last 8 years of employment, as reflected in Article IV – B (Attach confirming documentation)

Activity

Date

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

FOR COMMITTEE USE ONLY:

Confirmation of 20 years of service for Emeritus Status:

The nominee has satisfied the requirements stated in Article I.

Director of Employment Services

Date

Division Dean

Date

The nominee has satisfied all requirements and is recommended for Emeritus Status by the Academic Rank Committee.

Chair, Academic Rank Committee

Date

Approved by the Academic Senate

Academic Senate President

Date

Approved by the Governing Board

College President

Date

Chancellor

Date

Routing: Academic Senate
College President
Governing Board

Rev. 9-24-14/dsev/ljs