

ACADEMIC RANK POLICY FOR PART-TIME FACULTY

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

XI-A. ACADEMIC RANK POLICY FOR PART-TIME FACULTY

This Policy Pertains SOLELY to Part-time 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 Part-time Assistant Professor. The awarding of part-time academic rank shall not result in any change in the salary schedule or in the position which 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. Part-time rank will not follow a person should they attain a tenure-track position in the District.

ARTICLE II – Designations

- A. Part-time 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. Part-time Associate Professor: Twelve semesters employed as a Grossmont College faculty member and fulfilling at least one of the criteria listed in Article III.
- C. Part-time Assistant Professor: When part-time faculty members are hired, they will be given the rank of Part-time Assistant Professor.

ARTICLE III – Criteria

- A. Criterion One – Professional Achievement
Applicant should provide details to help the Professional Advancement Committee (PAC) 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 Professional Advancement Committee (PAC) 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 PAC as significant.
 5. Made presentations at professional conferences or professional meetings recognized by the PAC 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 achievements recognized by the PAC as at least equal in significance to any of the above. (i.e. received "Part-time Distinguished Faculty Award")
- B. Criterion Two – College Service
 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.
 2. Served at least two semesters on any major college or District committee (e.g., Budget, Technology, Facilities, Curriculum, Program Review, Professional Development, Planning & Institutional Effectiveness, Student Success and Equity, Staffing, Part-Time Faculty Committee) 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 or co-chaired a major college committee within the past five years for a period of at least two semesters.
5. Other college service that the PAC deems to be at least equal in significance to any of the above.

ARTICLE IV - Procedures

A. Application Process

1. Access the 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, as instructed on the petition form on or before the deadline.
4. Submit the completed petition as instructed on the petition form on or before the deadline.

B. Approval Process

1. The Professional Advancement Committee consists of a minimum of five members elected by the Academic Senate.
2. Decisions of the Professional Advancement 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 Professional Advancement 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
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 Professional Advancement Committee if he/she feels that, through violation of the procedure or misinterpretation of the criteria or of the petition, the Professional Advancement Committee is in error.
2. The petitioner will request that the Chair of the Professional Advancement Committee convene the Committee to hear the petitioner.
3. The Professional Advancement 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 Professional Relations Committee.
2. The petitioner will notify the Professional Advancement 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. The Professional Relations Committee will forward a written response to the petitioner with a copy to the Professional Advancement 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 faculty member