

PROFESSORIAL RANK ADVANCEMENT

TO: All Full-Time Faculty
FROM: Sandra Kikuchi, Director, Faculty Services & Study Abroad
DATE: May 12, 2009
SUBJECT: Professorial Rank Advancement, Philosophy and Process

On March 1, 2004, the Faculty Senate recommended and the Vice President of Academic Services concurred to change rank advancement to a one-year process.

The philosophy still ties the professional development for professorial rank advancement, as closely as possible, to department needs; therefore, the applicant will submit a Proposal for Professorial Rank Advancement form with a Supporting Evidence Portfolio demonstrating how the achievements have met his/her personal needs, the needs of the department and have strengthened the overall curriculum and offerings.

The *Supporting Evidence Portfolio* should include:

- Documentation of achievements
- Original transcripts (If a degree or additional education, please verify with Human Resources that this is in your personnel file or send a copy of transcripts with this submission.)
- Syllabi of courses taught
- A report of the Faculty Plan and Performance Review process since the last rank advancement (if applicable)
- Additional information the applicant wishes to have considered.

Once the Sitting Tenure Committee* has agreed to the proposal and the committee chair, department or division chair/director and dean have signed the proposal form, the procedure this year will be as follows:

1. Faculty member submits the proposal to the Faculty Services Director (CT 258; mail code: ISP) by **March 4, 2010**;
2. Faculty Services Director submits proposal to Human Resources Department for verification of the education and years of service;
3. AFTER Human Resources Department reviews information, proposal is returned to the Faculty Services Director who obtains the Vice President for Instruction signature;
4. After obtaining approval signature from the Vice President for Instruction, the Faculty Services Director submits a report of rank advancements to the Human Resources Department in time for the information to be included in the Letters of Appointment.

Please refer to the Professorial Rank Requirements chart for further information.

*For tenured faculty, the department/division chair with two additional department tenured faculty chosen by the department will replace the duties of the Sitting Tenure Committee

**SALT LAKE COMMUNITY COLLEGE
PROPOSAL FOR PROFESSORIAL RANK ADVANCEMENT**

(Name)

(Date)

(Department/Division)

(Banner/SID#)

RANK ADVANCEMENT TRACK: () Vocational

() Academic

YEARS OF FULL-TIME ACCREDITED COLLEGE TEACHING _____ years as of May, 2010
(Number)

(List colleges and dates if counting other than SLCC years):

EDUCATION: Graduate level accredited college hours (quarter) _____ (semester) _____
(Please verify with Human Resources that this is in your personnel file or send a copy of transcripts with this submission, especially if you have completed or are anticipating completion of a degree this academic year.)

Degree:

- () associate
- () baccalaureate
- () master's
- () 2 master's
- () earned doctorate

CURRENT PROFESSORIAL RANK: _____

PROPOSED PROFESSORIAL RANK: _____

Since my last rank advancement, I have increased my professional credentials and/or enhanced my department's program offerings as documented in the attached *Supporting Evidence Portfolio*.

Submit this form to the Sitting Tenure Committee and Department or Division Chair/Director and Dean for signatures, after which the form and any supporting documentation must be submitted to Faculty Services office (CT 258) no later than **March 4, 2010**. (Please do not submit form to Vice President for Instruction – Faculty Services will submit form and supporting documentation to the VP for Instruction).

(Applicant – by signing this form, the applicant gives permission to Human Resources to discuss related personnel records with those involved with Rank Advancement)

(Date)

(Committee Chair)

(Date)

(Department/Division Chair)

(Date)

(Dean)

(Date)

Human Resources review of education and years of service: _____
(Reviewed by)

(Date)

NOTES:

FINAL APPROVAL SIGNATURE AFTER HUMAN RESOURCES REVIEW:

(Vice President for Instruction)

(Date)

SALT LAKE COMMUNITY COLLEGE
 Professorial Rank Requirements

RANK ADVANCEMENT TRACK	Instructor	Assistant Professor	Associate Professor	Professor
Academic	<p>Basic Qualifications: Baccalaureate degree from an accredited college. (Teaching in a transfer program requires masters degree from an accredited college in field or closely related field.)</p>	<p>30 quarter or 20 semester accredited college graduate hours plus basic qualifications and three years full-time accredited college teaching</p>	<p>60 quarter or 40 semester accredited college graduate hours or master's degree plus basic qualifications and seven years full-time accredited college teaching</p>	<p>Earned doctorate or 2 master's degrees or master's degree plus 60 quarter or 40 semester accredited college graduate hours plus basic qualifications and twelve years full-time accredited college teaching</p>
Career/ Technical (Vocational)	<p>Basic Qualifications: Six years of applicable work experience at the journeyman level. (A maximum of three years of academic training from an accredited college may be substituted for work experience.)</p>	<p>Associate of applied science or associate of science degree from an accredited college plus basic qualifications and three years full-time accredited college teaching</p>	<p>Baccalaureate degree from an accredited college plus basic qualifications and seven years full-time accredited college teaching</p>	<p>Masters or baccalaureate degree from an accredited college plus 60 quarter or 40 semester approved upper division or graduate hours from an accredited college plus basic qualifications and twelve years full-time accredited teaching</p>