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Administrative Regulation

A. Academic Rank

Academic Ranking is a celebration of personal and professional achievement and a commitment to the GCC community. It appropriately establishes the professor's position in the academic community, enhances professional and academic prestige, and increases the reputation of the college.

Academic Ranking is strictly an honorary title bestowed by the Academic Senate under its authority. It is not attached to salary, nor is it a merit plan for increased salary or benefits.

1. **Instructor.** The title of a faculty member shall be Instructor while he/she is serving in probationary status and in any case until she/he has completed four years of full-time Glendale College teaching/service.
2. **Assistant Professor.** Any faculty member who has gained tenure and has completed four years of full-time or equivalent of teaching/service may apply to become an Assistant Professor. An instructor in a Career and Technical Education discipline must also be a holder of any appropriate Career and Technical Education credential in order to qualify as an Assistant Professor. Permanent faculty on less than 100% contract may accrue the equivalent of their base contract load per year.
3. **Associate Professor.** A faculty member who has gained tenure and shown evidence of professional responsibility may make application for the rank of Associate Professor upon the fulfillment of a. and one of b., c., or d. following:
 - a. Seven (7) years of full-time or equivalent of teaching/service. Those years of full-time service at GCC may include maternity, paternity, sabbatical leaves from college service and/or leaves for Fulbright or equivalent appointments. Permanent faculty on less than 100% contract may accrue the equivalent of their base contract load per year.
 - b. An earned Master's degree or an earned doctorate from an accredited institution of higher learning.

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- c. Forty-two (42) units of college or university credit beyond a 120-unit Bachelor of Arts, Bachelor of Science, or Bachelor of Career and Technical Education degree.
 - d. An instructor in a Career and Technical Education discipline must also be a holder of any appropriate CTE credential, or (b) 42 academic and/or trade experience units beyond a 120-unit Bachelor of Education degree, Bachelor of Career and Technical Education degree, Bachelor of Arts or Science degree. (A trade experience unit is equal to 40 hours of approved work in the subject area field).
4. **Professor.** A faculty member who has gained tenure and shown evidence of professional responsibility may make application for the rank of Professor upon the fulfillment of a. and one of b., c., d., or e. following:
 - a. Twelve (12) years of full-time or equivalent of teaching/service. Those years of full-time service at GCC may include maternity, paternity, sabbatical leaves from college service and/or leaves for Fulbright or equivalent appointments. Permanent faculty on less than 100% contract may accrue the equivalent of their base contract load per year.
 - b. An earned doctorate from an accredited institution of higher learning.
 - c. Eighty-four (84) units of college or university credit beyond a 120-unit Bachelor of Arts, Bachelor of Science, or Bachelor of Career and Technical Education degree.
 - d. National or international eminence, which shall be demonstrated by publications recognized by scholars in the applicant's field, by citation rates (the number of times the applicant has been quoted by his or her colleagues in learned journals), by sponsorship of symposia, by invited addresses, and/or by such other relevant evidence of wide acceptance by his or her colleagues as will satisfy the Academic Rank Committee of the Faculty Senate.
 - e. An instructor in a Career and Technical Education discipline must also be a holder of any appropriate CTE credential, or (b) 84 academic and/or

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trade experience units beyond a 120-unit Bachelor of Education degree, Bachelor of Career and Technical Education degree, Bachelor of Arts or Science degree.

5. **Emeritus Professor.** Faculty who retire, but continue to teach part-time at Glendale College, will retain Academic Rank and be designated with that rank followed by "Emeritus".
6. **Visiting Professor.** This is a temporary rank and subject to renewal each year. This rank is to be awarded to a teacher of obvious national or international eminence (as defined in 4(d) above) who may not have the requisite number of years of college service and/or academic qualifications to receive an appropriate rank among the foregoing. The choice of subject area must follow the policy below.

7. Adjunct Faculty Academic Ranks

- a. **Instructor.** The title of an adjunct faculty member shall be Instructor until eligible to apply for the rank of Adjunct Assistant Professor, Adjunct Associate Professor, or Adjunct Professor.
- b. **Adjunct Assistant Professor.** An adjunct faculty member is eligible to apply for the title of Adjunct Assistant Professor when the prorated equivalent of four (4) cumulative years of full-time service has been reached and he or she has shown evidence of professional responsibility. An instructor in a Career and Technical Education discipline must also be a holder of any appropriate CTE credential in order to qualify as an Adjunct Assistant Professor.
- c. **Adjunct Associate Professor** An adjunct faculty member is eligible to apply for the title of Adjunct Associate Professor when the prorated equivalent of seven (7) cumulative years of full-time service has been reached, he or she has shown evidence of professional responsibility, and the faculty member meets the equivalent of the requirements under 3(b) or 3(c) above, OR the faculty member meets the equivalent of the option for Career and Technical Education instructors under section 3(d) above. Up to two prorated years of service teaching at other California Community Colleges may be applied to the service total.

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- d. **Adjunct Professor.** An adjunct faculty member is eligible to apply for the title of Adjunct Professor when the prorated equivalent of twelve (12) cumulative years of full-time service has been reached, he or she has shown evidence of professional responsibility, and the faculty member meets the equivalent of the requirements under 4(b), 4(c), or 4(d) above, OR the faculty member meets the equivalent of the option for Career and Technical Education instructors under section 4(e) above. Up to five prorated years of service teaching at other California Community Colleges may be applied to the service total.

For the purposes of determining eligibility for advancement in academic rank, the teaching load or college service load at Glendale College is prorated as compared to full-time college teaching/service in the applicant's discipline. One year of full-time instruction equals 30 semester units (or instructional contact hours). For information about a specific discipline, the complete list of teaching loads at GCC is included in the Guild contract.

Academic rank earned by adjunct faculty is retained if a faculty member is hired into a tenure-track position.

B. The Procedure

1. The application for advancement in rank is to be submitted to the Academic Rank Committee of the Faculty Senate for review and evaluation. Faculty members who are otherwise eligible for advancement in rank and who will complete the duration-of-service requirements during the current academic year may apply for such advancement. Academic Senate approval of any such applications, if granted, will be contingent on, and shall become effective on, actual completion of the duration requirement.
2. A favorable vote of the Academic Rank Committee and of The Academic Senate will result in the submission of a recommendation to the Superintendent/President of the College. When the Superintendent/President of the College receives a recommended change in rank, he will forward a copy of this notification to the Office of Human Resources for insertion in the instructor's personnel file. The Academic Rank Chairman will give official notification of academic rank advancement to those who have earned it.

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3. An unfavorable decision of the Committee or the Senate may be appealed before an augmented committee composed of the members of the Academic Rank Committee of the Academic Senate and three (3) additional faculty members appointed by the President of the Academic Senate. An unfavorable decision by this augmented committee shall be considered as the final appeal. An applicant so denied advancement in rank may reapply not earlier than one year from the date of the original application.
4. Academic rank may be discontinued upon the request of a majority of the faculty.
5. The execution of the above policy shall be the responsibility of the Academic Rank Committee of the Academic Senate.
 - a. To arrive at a recommendation, the committee will require evidence of professional responsibility in one of the following three areas:
 - i. Materials for the up-grading of courses or college assignments (i.e., new courses, course revisions, recent research, etc.)
 - ii. Contributions to the academic life of the community (i.e., public lectures, recitals, concerts, readings, exhibits, publications, etc.).
 - iii. Offices in faculty, professional, scholarly, or social service associations.
 - b. Academic rank, as herein defined, will apply to the teaching staff, librarians, counselors, administrators, and nurses. Non-teaching faculty and administrators must list their rank in the college catalog without a subject area.
 - c. All academic units shall be defined as semester units.
 - d. The faculty member applying for rank should select a single subject title (e.g., "Associate Professor of English" not "Associate Professor of English and French")--that of the subject area in which he/she commonly teaches; however, in unusual cases, dual subjects may be approved if the instructor has adequate credentials and spends half his/her time in two subject areas. An instructor of a Career and Technical Education subject may choose the subject area of "Applied Technology." In the case of a

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teaching staff member, the subject area in which the title is granted must be one in which there is a sequence of course offerings in the day program of the college, and the subject title must be one of the subjects listed in the official college catalog. Non-teaching faculty and administrators may not list a subject area after their rank. Any change in title must be made by application to the Academic Rank Committee.

- e. All units and degrees used in an application for academic rank must be from institutions accredited by a regional accrediting agency listed by the Federation of Regional Accrediting Commissions of Higher Education by the American Council on Education. Special problems (like degrees from foreign countries) shall be evaluated by the Academic Rank Committee.

Adopted: 7/10/73

Revised: 3/31/83; 2/21/95; 5/15/07; 11/14/17

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