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| **Adjunct Faculty** | **2024** | | |
| GCC Brand Guidelines LOGO | | **Academic Senate**  **Application for the Rank of Adjunct Assistant Professor of**  Click here to enter text. Indicate the Discipline that is currently on file with Human Resources as it will appear on your certificate from the Senate. |

**Instructions and important information:**

1. Review your personal records and confirm ***your subject area, full-time faculty load in your department and the calculated hours required to earn a step up in rank.***
2. Please confirm questions 1-6 have been addressed—***incomplete information runs the risk of your application being excluded from review.***
3. Re-enter your personal information at the end of the document to give the Academic Rank Committee permission to access your personnel file, if necessary.
4. **Email** your application to the AR Committee by midnight, **July 6, 2024**. Submit to the following addresses ([rshamieh@glendale.edu](mailto:rshamieh@glendale.edu); [jlangon@glendale.edu](mailto:jlangon@glendale.edu); [yybarra@glendale.edu](mailto:yybarra@glendale.edu)) with the subject line: **RANK APPLICATION FOR 2024 BY *add your name***
5. **Questions?** Contact Academic Rank Chair Rosemarie Shamieh, [rshamieh@glendale.edu](mailto:rshamieh@glendale.edu), 747.224.9904.

**Please complete the following steps.**

1. Full Name: Click here to enter text.

2. Original hire date: Click or tap to enter a date.

HR personnel to verify.

End date\*: Click or tap to enter a date.  
 Discipline: Click here to enter text. CTE Program:  Yes  No

\*IF there’s an end date above, then list *next hire date(s)*: Click or tap to enter a date.

*End date(s):* Click or tap to enter a date.

3. Specify if you are a member of  Instructional Services or  Student Services.

4. The title of Adjunct Assistant Professor is awarded to adjunct faculty on a pro-rata basis and requires teaching/service at Glendale College equivalent to at least 4 years of full-time experience.

a. Load for full-time faculty in your discipline is: Click here to enter text. (Load information is found on the list included at the end of this application.)

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| b. Use the load information for your discipline to complete the following:  (4 years) X (2 semesters) X (Click here to enter text.) = Click here to enter text. [[1]](#footnote-1)  load in your area total # hours needed  *For example, if the load in a discipline is 15, then a full-time instructor would be required to teach 15 hours/units per week per semester which is equivalent to a total of 120 hours/units over 4 years. If the load is 24, then a full-time instructor would be required to teach 24 hour/units per week per semester which is equivalent to a total of 192 hours/units over 4 years.*  HR to provide report for verification. |

*PLEASE CONTINUE* to the next section and submit your completed application *ONLY IF* your total teaching hours at GCC are close to or greater than the calculated total number of the hours required as indicated above*.*

5. Please check all the appropriate boxes.

|  |
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| I have at least one of these qualifications:  An earned Bachelor’s degree  An earned Master’s degree  An earned Doctorate degree  A California Designated Subjects Credential, and I teach a vocational subject  A Class “A” Vocational Credential, and I teach a vocational subject  A Community College Credential, and I teach a vocational subject |

1. Provide **ONE, BRIEF** evidence of professional responsibility in **ONLY ONE** of the following areas:

a. I have upgraded the following courses, college assignments, or projects as follows:

b. I have contributed to the academic life of the community as follows:

c. I have been involved in the following faculty, scholarly, professional and/or social service associations/activities:

Click or tap here to enter text. Box will expand to accommodate large amount of text.

1. Use this space to briefly list any other information you wish the committee to consider such as examples of accomplishments, awards, guest critiques at other institutions and the like.

Click or tap here to enter text. Box will expand to accommodate large amount of text.

PLEASE NOTE:

* If granted, advancement will be contingent and shall become effective on actual completion of the duration requirement.
* Refer to the Faculty Handbook for the complete Academic Rank Policy (#7220).

**All information in this application is true to the best of my knowledge.** **I give my permission for the Academic Rank Committee to access my personnel file if necessary.**

Full Name: Click here to enter your full name. Date: Click or tap to enter a date.

Division: Click here to enter text. Phone extension: Click here to enter text.

Email address: Click here to enter text.  
  
**Before you submit your application, have you confirmed:**

* ***subject area***
* ***full-time faculty load***
* ***calculation of hours required***
* ***completed steps 1-6***
* ***granted permission to access personnel file***
* ***completed before midnight July 6, 2024***

**Checked all the boxes? You’re ready to email your application to the AR Committee** ([rshamieh@glendale.edu](mailto:rshamieh@glendale.edu); [jlangon@glendale.edu](mailto:jlangon@glendale.edu); [yybarra@glendale.edu](mailto:yybarra@glendale.edu)) with the subject line: **RANK APPLICATION FOR 2024 BY *your name***

Thank you and good luck!

Academic Rank Committee

Glendale College Collective Bargaining Agreement

**LOAD CHART**

The faculty load for each discipline shall be:

|  |  |
| --- | --- |
|  |  |
| **SUBJECT** | **LOAD** |
|  |  |
| Accounting | 15 |
|  |  |
| Administration of Justice | 15 |
|  |  |
| Adult Basic Secondary Education | 24 |
|  |  |
| Alcohol & Drug Abuse | 15\* |
| American Sign Language | 15 |
|  |  |
| Anthropology | 15 |
|  |  |
| Architecture | 21 |
|  |  |
| Art | 16 |
|  |  |
| Art History | 15 |
|  |  |
| Astronomy | 15 |
| Athletics | 19 |
|  |  |
| Aviation and Transportation | 24 |
|  |  |
| Biology | 15 |
|  |  |
| Business Administration | 15 |
|  |  |
| Business Computers Continuing Education | 24\*\* |
|  |  |
| Business Office Skills Continuing Education | 24\*\* |
|  |  |
| Computer Applications and Business Office Technologies | 15 |
|  |  |
| Chemistry | 15 |
|  |  |
| Child Development | 15\* |
|  |  |
| Computer Aided Manufacturing | 21 |
|  |  |
| Computer Integrated Manufacturing | 21 |
|  |  |
| Computer Science and Information Systems | 15 |
|  |  |
| Cooperative Education | 21 |
|  |  |
| Culinary Arts | 18 |
|  |  |
| Dance | 16 |
|  |  |
| Economics | 15 |
|  |  |
| Educational Media Technology | 21 |
|  |  |
| Electronics and Computer Technology | 18 |
|  |  |
| Emergency Medical Tech. - Ambulance or non-ambulance | 24 |
|  |  |
| Engineering | 15 |
|  |  |
| Engineering Support | 21 |
|  |  |
| Engineering Technology | 21 |
| English (Composition) | 14 |
|  |  |
| English (except Composition Courses0 | 15 |
| English as a Second Language – Credit | 15 |
|  |  |
| English as a Second Language – Continuing Education | 21\*\* |
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| --- | --- |
|  |  |
| Environmental Technology | 15\* |
|  |  |
| Ethnic Studies | 15 |
|  |  |
|  |  |
| Fire Technology | 15 |
|  |  |
| Foreign Language | 15 |
|  |  |
| Geography | 15 |
|  |  |
| Geology | 15 |
|  |  |
| Health | 15\* |
|  |  |
| Health Information Technology | 15 |
|  |  |
| History | 15 |
|  |  |
|  |  |
| Hotel and Restaurant Management | 18 |
|  |  |
| Humanities | 14 |
|  |  |
| Industrial Technology | 21 |
|  |  |
| Jourmalism | 15\* |
| Kinesiology | 15 |
|  |  |
| \*\*\*Library | 15 |
|  |  |
| Lifelong Learning Continuing Education | 24\*\* |
|  |  |
| Machine Technology | 21 |
|  |  |
| Mass Communications | 15 |
|  |  |
| Materials and Processes | 21 |
|  |  |
| Mathematics | 15 |
|  |  |
| Media Arts | 15 |
|  |  |
| Medical Office Administration | 15 |
|  |  |
| Metallurgy and Metals | 21 |
|  |  |
| Music | 15 |
|  |  |
| Nursing Science | 18 |
|  |  |
| Nutrition | 15 |
| Oceanography | 15 |
|  |  |
| Paleontology | 15 |
|  |  |
| Parent Education – Continuing Education | 24\*\* |
|  |  |
| Philosophy | 15 |
|  |  |
| Photography | 16 |
|  |  |
| Physical Education | 19 |
|  |  |
| Physical Science | 15 |
|  |  |
| Physics | 15 |
|  |  |
| Political Science | 15 |
|  |  |
| Psychology | 15 |
|  |  |
| Quality Assurance and Quality Control | 18 |
|  |  |
| Real Estate | 15 |
|  |  |
|  |  |
| Social Science | 15 |
|  |  |

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| --- | --- |
|  |  |
| Sociology | 15 |
|  |  |
| Speech Communications | 15 |
|  |  |
| Student Development | 15 |
|  |  |
| Technical Education | 21 |
|  |  |
|  |  |
| Theater Arts | 15 |
|  |  |
| Welding | 21 |
|  |  |

* Lab lecture Hour Equivalent (LHE) is 2/3:1 Lab lecture hour
* Compressed Load

This chart taken from the Collective Bargaining Agreement effective July 1, 2021 - June 30, 2024, Updated November 22, 2023.

1. *Please note that the totals are approximations since factors such as lab/lecture ratios, 16-week vs 18-week semesters, changes in area load and such. play a factor.* [↑](#footnote-ref-1)