APPENDIX F

FACULTY RANK POLICIES
Appendix F

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SECTION I: THE FACULTY RANK REVIEW COMMITTEE

The Faculty Rank Review Committee is made up of six faculty members (representing each division of the college) who meet the following criteria:

A. Must be at the Assistant Professor level or above.

B. Must have held rank for at least one year at Washington State Community College.

C. Must be appointed by the Faculty Senate.

Each member will serve a three-year term. At the end of every year, two members will rotate off.

The primary purpose of the Faculty Rank Review Committee is to review and verify any requests from faculty for change in rank already approved by the appropriate dean and to submit recommendations to the Executive Committee.

SECTION II: THE FACULTY RANK REVIEW PROCESS

Each faculty member eligible for advancement in rank sends the following items to his or her respective dean for approval:

1. Application for Change in Faculty Rank Verification and Routing Slip form (see Exhibit A)

2. Faculty Rank Advancement Worksheets: from yearly evaluation (one for each year at current rank, see Exhibit B)

3. Any documentation that validates the points received on the advancement worksheets (copies of certificates, licenses, conference agendas, papers presented, etc.)

Important: All applicants for change in rank should keep a copy for their own files of everything that they submit to the dean.

After acquiring the dean’s approval, the faculty requesting a change in rank will then forward the completed paperwork (Section II, 1, 2, and 3 above) to the Faculty Rank Review Committee.

Once the Faculty Rank Review Committee reviews and verifies the paperwork of each applicant for change in rank, it will forward the requests to the VPAA of the college. The VPAA may choose to postpone a change in rank for any faculty who is under disciplinary action at the time of the recommendation. In such a case, the VPAA will notify the faculty member in writing. Otherwise, the VPAA will forward the change in rank
recommendations to the President for approval. The President then presents the recommendations to the Board of Trustees for final approval.

SECTION III: ADVANCEMENT IN RANK

Once an individual’s faculty rank has been established, that individual will begin with zero points and accumulate points based on the criteria below. To qualify for advancement in rank, the faculty member must earn the number of points shown below (TABLE 1 OR 2) and complete the specified number of years in the lower rank. As each advancement in rank is attained, the faculty member begins with zero points and works toward the next step in rank.

TABLE 1: Advancement in Rank of Full-time Employees with Full-time Faculty Duties

<table>
<thead>
<tr>
<th>Advancement from</th>
<th>Criteria/Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor to Assistant Professor</td>
<td>Three years as Instructor and 100 points</td>
</tr>
<tr>
<td>Assistant Professor to Associate Professor</td>
<td>Five years at Assistant Professor and 150 points</td>
</tr>
<tr>
<td>Associate Professor to Professor</td>
<td>Seven years at Associate Professor and 200 points (plus a minimum of a Master’s Degree or equivalent education and experience.)</td>
</tr>
</tbody>
</table>

It is the faculty member’s responsibility to keep track of accumulated points and submit all the necessary paperwork (see items 1-3 in Section II) to the appropriate dean and then to the Faculty Rank Review Committee according to the established timeline (see TABLE 5).

SECTION IV: RECOMMENDED RANK PLACEMENT CRITERIA

Initial Faculty Rank Placement

Points earned toward initial faculty rank placement are established using TABLE 2 below. The indicated point values for the factors listed in the first column are multiplied by the number of events of each factor. The products of each of these multiplications are added together to determine the number of points awarded for initial faculty rank.

TABLE 2: Placement Worksheet for New Hires

<table>
<thead>
<tr>
<th>Factor</th>
<th>Multiplied by</th>
<th>Number of Events</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Years of full-time employment (or equivalent-see note below) at WSCC</td>
<td>x</td>
<td>5</td>
<td>=</td>
</tr>
<tr>
<td>Bachelor’s degree</td>
<td>x</td>
<td>10</td>
<td>=</td>
</tr>
<tr>
<td>Master’s degree</td>
<td>x</td>
<td>10</td>
<td>=</td>
</tr>
<tr>
<td>Doctorate</td>
<td>x</td>
<td>10</td>
<td>=</td>
</tr>
<tr>
<td>Criterion</td>
<td>Weight</td>
<td>Notes</td>
<td></td>
</tr>
<tr>
<td>--------------------------------------------------------------------------</td>
<td>--------</td>
<td>-------</td>
<td></td>
</tr>
<tr>
<td>Professional certification/license (1-5 points per certificate or license-cap of 15 points total, see Table 4)</td>
<td>x 1-5</td>
<td>=</td>
<td></td>
</tr>
<tr>
<td>Years of full-time (or equivalent) teaching and/or academic administration at the college level</td>
<td>x 5</td>
<td>=</td>
<td></td>
</tr>
<tr>
<td>Years of full-time (or equivalent) post-certification, post-license, or post-degree business or industrial work related to teaching field</td>
<td>x 2.5</td>
<td>=</td>
<td></td>
</tr>
<tr>
<td>Years of full-time (or equivalent) teaching/or administration below the college level</td>
<td>x 2.5</td>
<td>=</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL POINTS EARNED:

**NOTE:** One year of equivalent full-time employment for college level teaching is defined as 30 contact hours taught on the semester system. No more than one year of experience may be claimed for any twelve-month period.

In addition to the total points earned, a faculty member must meet two additional criteria; minimum years of full-time equivalent college teaching experience and, for full professor, a minimum degree requirement (see “Experience to Obtain Level” in Table 3 below).
TABLE 3: Minimum Placement Criteria for New Hires

<table>
<thead>
<tr>
<th>Levels</th>
<th>Minimum Points</th>
<th>Experience to Obtain Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor</td>
<td>0-35</td>
<td></td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>36-74</td>
<td>Minimum of 3 years full-time equivalent college teaching experience</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>75-125</td>
<td>Minimum of 5 years full-time equivalent college teaching experience</td>
</tr>
<tr>
<td>Professor</td>
<td>126 and over</td>
<td>Minimum of 7 years full-time equivalent college teaching experience plus a minimum of a Master’s Degree or equivalent</td>
</tr>
</tbody>
</table>

No employee can be awarded more than one year of employment within one calendar year. For example, if an employee worked one full-time job plus one part-time job in one calendar year, that employee could not be awarded more than the equivalent of one year of employment.

Both teaching and academic administrative work at the college level have a higher point value (5 per event than other types of employment 2.5 per event). Therefore, when awarding points to new employees, the administration will consider first the work experience which receives the greater number of points.

In general, the administration will use the system outlined above to determine the entry rank of teaching employees. However, in some cases the administration may choose to assign a higher or lower rank to a newly hired teaching employee based on rank held at a previous institution or other special case situation.

TABLE 4: Number of Points for Various Certificates

AUTO/DIESEL:
- Diesel Fuel Injection (ADS) .................................................. 1
- Electrical Systems (ASE) .................................................... 1
- Auto Engine Repair (ASE) ................................................... 1
- Heavy Truck Drive Trans (ASE) ............................................. 1
- Upper Engine Cylinder Head (NAPA) ................................. 1
- Lower Block/Lower Engine (NAPA) ................................. 1
- Wheel Alignment (AMMCO) ................................................ 1
- STG Specialty Areas .......................................................... 1
- Cummins PT Fuel Rebuild & Calibration .............................. 1
- UAW DDEC III (Detroit Diesel) ........................................... 1
- UAW DDED II (Detroit Diesel) ............................................ 1
- Vocational Instructors PT Fuel Systems ............................... 1
Appendix F

Policies and Procedures Manual

ASE Master Medium/Heavy Truck Tech
(5 Areas - 1 point per area) ........................................ 5

BUSINESS:
CPA License .................................................. 5
Mediation Training ............................................. 1
Questionnaire Design and Use Workshop ............................................ 1

ENGINEERING:
Electricians Journeyman License ............................................. 1
Refrigeration service Engineer Certificate ..................................... 1
ASE Refrigerant Recovery and Recycling Review Certificate ........ 1
Professional Engineer License ............................................. 1

MEDICAL:
Registered Nurse Certificate ............................................. 2
Basic Cardiac Life Support Instructor Certificate ................................ 1
CPR-Cardiopulmonary Resuscitation & Emergency Cardiac Care Instructor ............................................. 1
OB (Obstetric Nurse) Certification ............................................. 3
American Red Cross Health & Safety Services Instructor ............. 1
ASCP Board MLT/MT Certification ............................................. 2
Clinical Specialist in Med Surgery ............................................. 3
CCRN (Critical Care) Certification ............................................. 3
ACLS/PALS/NALS Certifications ............................................. 2
Registered Respiratory Therapist ............................................. 3
Certified Respiratory Therapist ............................................. 2
NPR (Neonatal Resuscitation Provider) ............................................. 1
Licensed Massage Therapist ............................................. 2
Physical Therapist ............................................. 3
Physical Therapy Assistant ............................................. 2

TEACHING:
Permanent Teaching Certificate ............................................. 3
Provisional (4 years) or Professional (8 years)
Teaching Certificate – Active ............................................. 2
Carrier Vocational Teachers Institute Certificate ..................................... 1
Advanced College Teaching Certificate ..................................... 1

TABLE 5: Timeline and Responsibilities

<table>
<thead>
<tr>
<th>Action:</th>
<th>No later than:</th>
<th>Responsibility of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required paperwork for change in rank forwarded to appropriate dean</td>
<td>when performance evaluation is signed</td>
<td>Ranked faculty</td>
</tr>
<tr>
<td>Approved paperwork forwarded to</td>
<td>(contact Rank Committee)</td>
<td>Ranked faculty</td>
</tr>
<tr>
<td>Faculty Rank Review Committee</td>
<td>Chair for the deadline)</td>
<td>Faculty Rank Review Committee</td>
</tr>
<tr>
<td>--------------------------------------------------------------</td>
<td>--------------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>Faculty Rank Review Committee recommends change in rank to the VPAA</td>
<td>April 23 or October 23</td>
<td></td>
</tr>
<tr>
<td>The President recommends change in rank to the Board of Trustees</td>
<td>May or November meeting of the Board of Trustees</td>
<td>President</td>
</tr>
<tr>
<td>Change in rank becomes official</td>
<td>Upon approval by BOT</td>
<td>Human Resources</td>
</tr>
<tr>
<td>Increase in pay takes effect</td>
<td>Fall hire date – 1st day Fall semester Spring hire date – 1st day Spring semester Summer hire date – 1st day Summer Semester</td>
<td>Business Office</td>
</tr>
</tbody>
</table>

**Timeline and Responsibilities**

The Faculty Rank Review Committee will meet 2 times a year to provide recommendations for change in rank to the VPAA. The VPAA will then forward its recommendations to the President for approval. The President then presents the recommendations to the Board of Trustees for final approval.

The 2 meetings times are intended to accommodate faculty with hire dates coinciding with the beginning date of each of our academic semesters.

In order to consider faculty with fall semester hire dates, the Faculty Rank Review Committee must provide the VPAA with its recommendations three weeks prior to the May meeting of the Board of Trustees. Salary increases for those approved will be effective beginning the first day of fall semester.

In order to consider faculty with spring semester hire dates, the Faculty Rank Review Committee must provide the VPAA with its recommendations three weeks prior to the November meeting of the Board of Trustees. Salary increases for those approved will be effective beginning the first day of spring semester.

In order to consider faculty with summer semester hire dates, the Faculty Rank Review Committee must provide the VPAA with its recommendations three weeks prior to the May meeting of the Board of Trustees. Salary increases for those approved will be effective beginning the first day of summer semester.
EXHIBIT A: APPLICATION FOR CHANGE IN FACULTY RANK

Name __________________________________________________________ Date __________________
Department ____________________________________________________
Present Rank ___________________________________________________
Number of years at present rank ____________________

ADDITIONAL INFORMATION: Summary of Points Earned (worksheets attached)

Category Points Earned
Additional years of Employment at WSCC __________
Additional Academic Degrees __________
New Professional Licenses/Certificates __________
Publication in Professional Journals __________
Presentations at Professional Conferences __________
Attendance at Professional Conferences __________
State/National Offices Held __________
Continuing Education Credits __________
Faculty Senate President __________
Faculty Senate Officer __________
Yearly Evaluations __________
Total Points Earned __________

VERIFICATION AND ROUTING SLIP

<table>
<thead>
<tr>
<th>Signature of Faculty Member</th>
<th>Date</th>
<th>Accepted</th>
<th>Not Accepted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature of Academic Dean</td>
<td>Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signature of Faculty Rank Review Chair</td>
<td>Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signature of VPAA</td>
<td>Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signature of President (or his/her designee)</td>
<td>Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Authorizing Board of Trustees Resolution Number</td>
<td>Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signature of CFO &amp; Treasurer</td>
<td>Date</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Attachments:

Copies of all Faculty Rank Advancement Worksheets pertaining to this application.
EXHIBIT B: EXAMPLE

ADVANCEMENT WORKSHEET
FOR THE 2008-2009 ACADEMIC YEAR

<table>
<thead>
<tr>
<th>Events (With the exception of additional years of experience and Faculty Senate offices held, the time period for events claimed is from January 2008 through December 2009.)</th>
<th>Date of Event</th>
<th>Point Value per Event</th>
<th># of events completed</th>
<th>=</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Years as full-time faculty at WSCC</td>
<td>6/08 to 6/09</td>
<td>5</td>
<td>1</td>
<td>=</td>
<td>5</td>
</tr>
<tr>
<td>Additional academic degrees earned (above the Associate Degree) [Jan-Dec 08]</td>
<td>N/A</td>
<td>10</td>
<td></td>
<td>=</td>
<td></td>
</tr>
<tr>
<td>*New Professional Licenses or Certification [Jan - Dec 08] *point value of new professional licenses or certificate is determined by the employee's academic dean</td>
<td>N/A</td>
<td>1-5</td>
<td></td>
<td>=</td>
<td></td>
</tr>
<tr>
<td>Publications in a professional journal related to teaching field [Jan - Dec 08] title of publications:</td>
<td>N/A</td>
<td>2</td>
<td></td>
<td>=</td>
<td></td>
</tr>
<tr>
<td>*New presentation at a professional conference Name of conference: Title of presentation:</td>
<td>N/A</td>
<td>2</td>
<td></td>
<td>=</td>
<td></td>
</tr>
<tr>
<td>Attendance at a professional conference or training seminar [Jan - Dec 08] name of conference/training seminar.</td>
<td>N/A</td>
<td>1</td>
<td></td>
<td>=</td>
<td></td>
</tr>
<tr>
<td>Office held in a state or national professional organization [Jan- Dec 08] office held:</td>
<td>N/A</td>
<td>1</td>
<td></td>
<td>=</td>
<td></td>
</tr>
<tr>
<td>Continuing Education [Jan-Dec 08] *Note: different professions count continuing education differently. The use of contact hours reasonably assures equivalent credit</td>
<td>N/A</td>
<td>1 per ea. 5 contact hours</td>
<td></td>
<td>=</td>
<td></td>
</tr>
<tr>
<td>Faculty Senate President</td>
<td>06/08- 06/09</td>
<td>2</td>
<td>1</td>
<td>=</td>
<td>2</td>
</tr>
<tr>
<td>Faculty Senate Officer (other than President) title of office: VP, Treasurer, Secretary</td>
<td>N/A</td>
<td>1</td>
<td></td>
<td>=</td>
<td></td>
</tr>
<tr>
<td>Yearly Faculty Evaluation (use the Evaluation received during the period)</td>
<td>1-08- 12/09</td>
<td>25</td>
<td>1</td>
<td>=</td>
<td>25</td>
</tr>
</tbody>
</table>

**TOTAL POINTS Earned** = 32

I affirm that the above points claimed are a true and accurate accounting of my activities for the time period covered by this worksheet.

**Signed** _____________________________ **Date** _____________________________

(Signature of faculty member)

I have reviewed the above document and reaffirm its accuracy.

**Signed** _____________________________ **Date** _____________________________

(Signature of academic dean)
Revisions Log:

11/3/06 Reformatting: Changed page numbering system from numerical in sequence from chapter to chapter to numbering in sequence by chapter, e.g. pages in Chapter 1 are now 1-1, 1-2, 1-3, etc.; page in Appendix I are I-1, I-2, I-3, I-4, etc. In the event that a future change adds or deletes a page, not all chapters will need to be repaginated.

11/3/06 Addition of Revisions Log at appendix end.

11/3/06 Addition of Table of Contents at beginning of appendix.

05/23/07 Change in Appendix F, effective 01/01/2007 Revision of Faculty Rank Review R18-07.

06/16/14 Changes from quarter to semester language and administrative title changes. Additions to Table 3 Minimum Placement Criteria for New Hires. Addition of criteria for medical under number of Points for Various Certificate Table. Changes to Table 5 Timeline and Responsibilities.