

APPENDIX F
FACULTY RANK POLICIES

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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

Advancement from	Criteria/Points
Instructor to Assistant Professor	Three years as Instructor and 100 points
Assistant Professor to Associate Professor	Five years at Assistant Professor and 150 points
Associate Professor to Professor	Seven years at Associate Professor and 200 points (plus a minimum of a Master's Degree or equivalent education and experience.)

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

Factor		Multiplied by	Number of Events		Points Earned
Years of full-time employment (or equivalent-see note below) at WSCC	x	5		=	
Bachelor's degree	x	10		=	
Master's degree	x	10		=	
Doctorate	x	10		=	

Professional certification/license (1-5 points per certificate or license-cap of 15 points total, see Table 4)	x	1-5		=	
Years of full-time (or equivalent) teaching and/or academic administration at the college level	x	5		=	
Years of full-time (or equivalent) post-certification, post-license, or post-degree business or industrial work related to teaching field	x	2.5		=	
Years of full-time (or equivalent) teaching/or administration below the college level	x	2.5		=	
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

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

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

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

BUSINESS:

CPA License5
Mediation Training1
Questionnaire Design and Use Workshop1

ENGINEERING:

Electricians Journeyman License.....1
Refrigeration service Engineer Certificate.....1
ASE Refrigerant Recovery
and Recycling Review Certificate1
Professional Engineer License1

MEDICAL:

Registered Nurse Certificate2
Basic Cardiac Life Support Instructor Certificate1
CPR-Cardiopulmonary Resuscitation & Emergency
Cardiac Care Instructor1
OB (Obstetric Nurse) Certification.....3
American Red Cross
Health & Safety Services Instructor1
ASCP Board MLT/MT Certification2
Clinical Specialist in Med Surgery3
CCRN (Critical Care) Certification3
ACLS/PALS/NALS Certifications2
Registered Respiratory Therapist.....3
Certified Respiratory Therapist.....2
NPR (Neonatal Resuscitation Provider)1
Licensed Massage Therapist2
Physical Therapist3
Physical Therapy Assistant2

TEACHING:

Permanent Teaching Certificate.....3
Provisional (4 years) or Professional (8 years)
Teaching Certificate – Active2
Carrier Vocational Teachers Institute Certificate1
Advanced College Teaching Certificate1

TABLE 5: Timeline and Responsibilities

	Action:	No later than:	Responsibility of:
	Required paperwork for change in rank forwarded to appropriate dean	when performance evaluation is signed	Ranked faculty
	Approved paperwork forwarded to	(contact Rank Committee	Ranked faculty

	Faculty Rank Review Committee	Chair for the deadline)	
	Faculty Rank Review Committee recommends change in rank to the VPAA	April 23 or October 23	Faculty Rank Review Committee
	The President recommends change in rank to the Board of Trustees	May or November meeting of the Board of Trustees	President
	Change in rank becomes official	Upon approval by BOT	Human Resources
	Increase in pay takes effect	Fall hire date – 1 st day Fall semester Spring hire date – 1 st day Spring semester Summer hire date – 1 st day Summer Semester	Business Office

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

	Date	Accepted	Not Accepted
_____ Signature of Faculty Member	_____	_____	_____
_____ Signature of Academic Dean	_____	_____	_____
_____ Signature of Faculty Rank Review Chair	_____	_____	_____
_____ Signature of VPAA	_____	_____	_____
_____ Signature of President (or his/her designee)	_____	_____	_____
_____ Authorizing Board of Trustees Resolution Number	_____	_____	_____
_____ Signature of CFO & Treasurer	_____	_____	_____

Attachments:

Copies of all Faculty Rank Advancement Worksheets pertaining to this application.

EXHIBIT B: EXAMPLE

**ADVANCEMENT WORKSHEET
FOR THE 2008-2009 ACADEMIC YEAR**

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