

LOS ANGELES VALLEY COLLEGE

ACADEMIC RANK

POLICY AND PROCEDURE

- 1. Background:** Establishment of academic rank through the granting of titles provides increased status, greater community recognition, and, improvement in the personal welfare of the faculty. Titles lend prestige in the publication of textbooks and other educational materials. Titles identify associate degree faculty more closely with other segments of higher education as designated in the Master Plan of Higher Education in California. In addition, national scholarships to and invitation for assignments in other colleges and universities are enhanced by the use of titles. The original plan for academic rank was established by the Los Angeles Community College District Academic Senate. The following document represents the revised plan for academic rank approved by the Academic Senate of Los Angeles Valley College (revised Spring of 2005 and Fall of 2005).

Academic rank shall not be established on any campus within the District unless a majority of the members of the Faculty Association voting request it, and, conversely, may be discontinued upon the request of a majority of the members of the Faculty Association voting at that particular college.

- 2. General Criteria for Academic Rank: “Adjunct Assistant Professor, Assistant Professor, Associate Professor, Professor, Professor Emeritus and Professor of Vocational _____” are titles which should only be used by individuals who have earned them by meeting specific requirements and have received the approval of the Academic Rank Committee. It is inappropriate and unprofessional for an individual to use these titles in any way – written or spoken- if they have not been applied for and been granted.”**

The rank of Adjunct Assistant Professor or Assistant Professor or Associate Professor or Professor or Professor Emeritus or Professor of Vocational “_____” shall read:

John Doe, Adjunct Assistant Professor of French

John Doe, Assistant Professor of French

John Doe, Associate Professor of French

John Doe, Professor of French

John Doe, Professor Emeritus of French

John Doe, Professor of Vocational “_____”

All faculty members must apply for rank and must select a single subject or service area **in which he/she is working** and meet the requirement as specified in Section 3 (Definition of Rank) in this document.

Except in areas where faculty members whose assigned function is to work in an educational capacity outside of the conventional classroom, the subject area in which the title is granted must be one in which there is a sequence of courses offered in the college, and, the subject must be included in the list of subjects in the current Directory of Educational Programs (DEPC).

Petitioning faculty members whose assigned function is to work in an educational capacity outside of the conventional classroom shall be granted academic rank in the area of their credential or minimum qualification subject or in the area of their professional service. Such members include, but shall not be limited to, counselors, librarians and media specialists.

Faculty members holding rank in accordance with the above may request a change in subject or service area title. Faculty must meet minimum qualifications in the new discipline. **Faculty will then begin at the rank of Assistant Professor in the new discipline.** Faculty members serving in administrative and supervisory capacities retain such rank as has been conferred upon them during their tenure in the classroom.

3. Definition of Rank:

- A. Academic rank is in no way attached to salary, nor is it to become a merit plan for salary increases.
- B. Academic Rank is related to length of professional services rendered, regardless of subject or service area within the District. Granting of rank beyond the level of Assistant Professor is dependent upon tenure.
 - 1) Lecturer: Any adjunct faculty member electing not to apply for Academic Rank shall be granted the title of Lecturer.
 - 2) Instructor: Any full-time faculty member electing not to apply for Academic Rank shall be granted the title of Instructor.
 - 3) Adjunct Assistant Professor: An adjunct faculty member who has:
 - a] met all minimum qualifications in his/her teaching discipline
 - b] taught a fourth semester in a three year period of time within a single discipline
 - c] requested the advancement in rankshall be granted the title of Adjunct Assistant Professor.

4) Assistant Professor: A full-time faculty member who has:

- a] met all minimum qualifications in his/her teaching discipline
- b] has probationary standing
- c] requested the advancement in rank

shall be granted the title of Assistant Professor.

5) Associate Professor: A full-time faculty member who has:

- a] met all minimum qualifications in his/her teaching discipline
- b] served at the rank of Assistant Professor as a faculty member in the classroom or performed equivalent service for a minimum of three years
- c] earned a master's degree or higher or earned a bachelor's degree with seven years of full-time professional work in his/her field
- d] requested the advancement in rank

shall be granted the title of Associate Professor

6) Professor: A full-time faculty member who has:

- a] met all minimum qualifications in his/her teaching discipline
- b] served at the rank of Associate Professor as a faculty member in the classroom or performed equivalent service for a minimum of five years
- c] earned sixty units of college or university credit beyond a 120 unit bachelor's degree or earned a doctorate or holds national or international eminence or has rendered significant community service
- d] requested the advancement in rank

shall be granted the title of Professor.

7) Professor Emeritus: A full-time faculty member who has:

- a] met all minimum qualifications in his/her teaching discipline
- b] retired in good standing
- c] requested the advancement in rank

shall be granted the title of Professor Emeritus. This title is an honor bestowed by one's colleagues for excellence in education.

8) Professor of Vocational "_____": A full-time faculty member who has:

- a] met all minimum qualifications in his/her teaching discipline
- b] served at the rank of Associate Professor for a minimum of five years
- c] earned ninety post secondary education semester units from an accredited post secondary educational institution

d] requested the advancement in rank

shall be granted the title of Professor of Vocational “_____”.

4. **Process:** The application for advancement in rank shall be submitted to the Academic Rank Committee at Los Angeles Valley College. The Academic Rank Committee shall follow the rules as specified in this document.

Granting of rank by a favorable vote of the Academic Rank Committee will result in the notification of the action to the President of the college. The Academic Rank Committee chairman will notify applicants, in writing, of the Academic Rank Committee’s decision. The Academic Rank Committee chairman will notify Academic Affairs of the change in rank for inclusion in the records of the college including all publications and publicity emanating from the college. A copy of the notice of granting of rank will be forwarded to the Human Resources Department of the District for insertion in the faculty member’s personnel record folder.

Denial of rank by an unfavorable vote of the Academic Rank Committee will result in the notification of the action to the President of the college. The Academic Rank Committee chairman will notify applicants, in writing, of the committee’s decision. An applicant who elects to challenge the decision of the Academic Rank committee must notify the President of the Academic Senate, in writing, within ten working days of receiving the notification of denial of advancement of rank. Upon receiving the notification of challenge to the denial of advancement of rank, the President of the Academic Senate will convene an Appeals Committee within ten working days. The Appeals Committee will be composed of one person selected by the candidate, one person selected by the Academic Rank Committee, and, three persons elected by the Academic Senate of the college. Denial of rank by the Appeals Committee shall be considered as a final decision. An applicant denied advancement in rank may reapply during the next application period.

If a faculty member having academic rank transfers to another college within the District, that rank may be honored upon verification from an official document of that rank having been granted. A faculty member who joins the Los Angeles Community College District in a full-time professional services capacity and who held academic rank in a previous college or university teaching position, shall present written official documentation of that rank (including the justification upon which it was based) to the Academic Rank Committee of Los Angeles Valley College. The Academic Rank Committee will then evaluate the document and determine equivalent rank at Los Angeles Valley College for the new faculty member.

5. **Policy:** In the assignment of academic rank, it will be the policy of the Academic Senate of Los Angeles Valley College to require compliance on the part of the applicant with these criteria and procedures. An Academic Rank Committee, with a minimum of five members, will be appointed by the Academic Senate. The duty of the Academic Rank Committee will be to consider/evaluate applications for

advancement in rank. An Academic Rank Committee chairman will be elected by members of the Academic Rank Committee. When arriving at a recommendation to grant or deny academic rank, the members of the Academic Rank Committee will adhere to the criteria listed in this document.

- A. At the beginning of each fall semester, notices announcing advancement of rank will be placed in the College Bulletin for three consecutive weeks. The notices will contain information detailing qualifications; acquiring and returning applications; etc. Applications must be returned by the conclusion of the sixth week of the fall semester.
- B. During the seventh week of the fall semester, the Academic Rank Committee chairman will convene the Academic Rank Committee and begin the process of validating and evaluating applications. This process will involve verification of information by campus personnel as well as by District Office personnel.
- C. By the conclusion of the tenth week of the fall semester, the Academic Rank Committee will have completed evaluating the application; developed a list of recommendations granting or denying advancement of academic rank; and, forwarded the list to the Academic Senate for consideration. The Academic Senate will consider the recommendations of the Academic Rank Committee at their next regularly scheduled meeting. After approval by the Academic Senate, the President of the Academic Senate will notify the applicants, in writing, regarding the decisions concerning their applications for advancement in rank.
- D. The Academic Rank Committee chairman will generate and send a list with each newly appointed or advancing name, rank and discipline to the Office of Instruction for inclusion in the next college catalogue.
- E. The Academic Rank Committee chairman will ensure that the applications for advancement in rank are submitted to the Vice President of Academic Affairs for inclusion in the faculty member's campus personnel record folder.
- F. The Academic Rank Committee chairman will ensure that photocopies of the certificates of rank are sent to the District Personnel Office for inclusion in the faculty member's personnel record folder.
- G. The Academic Rank Committee chairman will ensure that each applicant receives a certificate declaring advancement of rank.
- H. The Academic Rank Committee chairman will ensure that existing rank listings are reviewed for accuracy on a yearly basis. The Academic Rank Committee chairman will devise a time line for this activity that correlates with the production and publication of the college catalogue.

Revised 5/05; K. Snider

Approved by LAVC Academic Senate 5/19/05; KES

Revised and approved by LAVC Academic Senate 9/15/05; KES

.