



MEMORANDUM

Academic Senate
(714) 241-6156 • FAX (714) 241-6277

Fall 2011

All Coastline Faculty

You are invited to petition for Academic Rank. The opportunity to apply for an Academic Rank title of **Professor, Associate Professor, or Assistant Professor** is available at many community colleges. In response to requests from our faculty, Coastline's Academic Senate has developed its own Academic Rank definition, policies, and procedures, and is pleased to be able to grant these honorary titles to our faculty.

The Academic Senate Academic Rank Committee will review petitions for Academic Rank during the Spring 2012 semester. To request a petition packet be sent to you or if you would like to see a sample petition packet, please contact the Senate secretary, Laila Rusamiprasert, at lrusamiprasert@coastline.edu. The Senate adheres to a very strict timeline for review of petitions and supporting materials. **All materials must be returned to the Academic Senate Office by 5:00 p.m. on Friday, February 24, 2012.**

Qualified petitioners will receive an Academic Rank title at the end of the spring semester. Faculty who do not wish to apply for professorial ranking will retain the title of Instructor. An Academic Rank title is one of recognition only—the granting or non-granting of a title does not result in any change in salary or in the position which the faculty member occupies on the salary schedule. If you have questions regarding Academic Rank, please contact the Committee Chair, Professor Dan Johnson, at (714) 546-7600, extension 11398, or at djohnson@coastline.edu.

We hope you will consider this invitation to be an important professional opportunity.

Sincerely,

Margaret Lovig, President
Academic Senate

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**COASTLINE COMMUNITY COLLEGE
Academic Senate**

ACADEMIC RANK POLICIES AND PROCEDURES

ARTICLE I: DEFINITION

Like many other colleges, Coastline's Academic Ranking is a peer review process. However, unlike some other colleges, Academic Ranking at Coastline is not associated with salary--it is simply a way of providing recognition for faculty among their peers, students, and the community, and for acknowledging their professional achievements and College service. Coastline's Academic Rank, unlike other schools with which you may be familiar, is attainable by both adjunct and regular/contract faculty. Contract or adjunct faculty who do not wish to apply for academic (professorial) rank will retain the rank of Instructor.

To qualify for an Academic Rank title you must fulfill three criteria: (1) qualifications related to specific rank title (including educational degree and years of service), (2) professional achievement, and (3) Coastline College service. These criteria are described in Articles II and III.

ARTICLE II: RANK DESIGNATIONS

<u>Title</u>	<u>Qualifications for Academic Rank</u>
Instructor	All certificated faculty during their first two years of teaching (0-24 LHE, or less than two years full-time teaching contract.)
Assistant Professor	Certificated faculty who have completed the equivalent of two years of teaching (25-60 LHE, or two years full-time teaching contract) in the Coast Community College District.
Associate Professor	Certificated faculty who fulfill the criteria of either <u>a</u> or <u>b</u> below: a) Five years teaching (61-120 LHE, or five years full-time teaching contract) at an accredited college or university (at least two of those years must be in the Coast District), <u>and</u> an earned Master's degree. b) Five years teaching (61-120 LHE, or five years full-time teaching contract) at an accredited college or university (at least two of those years must be in the Coast District), <u>and</u> documentation of continuing education in the field, or outstanding professional achievement, or documentation of outstanding Coastline service.
Professor	Certificated faculty who fulfill the criteria of either <u>a</u> or <u>b</u> below: a) Ten years teaching (121+ LHE, or ten years full-time teaching contract) at an accredited college or university (at least two of those years must be in the Coast District), <u>and</u> an earned Master's or Doctor's degree. b) Ten years teaching (121 LHE, or ten years full-time teaching contract) at an accredited college or university (at least two of those years must be in the Coast District), <u>and</u> documentation of continuing education in the field, or documentation of outstanding professional achievement, or documentation of outstanding Coastline service.

ARTICLE III: CRITERIA AND EXAMPLES OF SUPPORTIVE DOCUMENTATION

All petitions for Academic Rank designation must be accompanied by appropriate supportive documentation for each of the three major criteria as described below.

To qualify for Academic Rank, the petitioner must fulfill **at least** one requirement from **each** of items A, B, and C.

A. Qualification for Professorial Rank Title

Years Teaching:

The petitioner will identify the rank for which he/she is applying and will have fulfilled the teaching, educational, or other experience required for that rank as identified under Article II - Rank Designations.

No documentation is needed for years of teaching at Coastline, except to indicate your teaching start date on the petition form. The committee will assume an average of 6 LHE per year taught. If you have taught more than 6 LHE per year at Coastline, and would like the committee to consider those extra teaching assignments, simply write your teaching load down on a separate piece of paper and submit it with your petition.

If you will be using teaching experience from other colleges, **please submit official documentation from that college**. Examples of documentation might include copies of contract assignments, college catalogs, evaluation copies, a letter from a dean or personnel department, etc. Please include total number of hours taught for each assignment.

Educational Degree:

If needed for the rank for which you are applying, please attach a copy of your college diploma.

B. Professional Achievement

The petitioner will have fulfilled at least one of the following criteria within the three years previous to the date of the application:

1. Developed and implemented an educational program or course at Coastline that is recognized as a significant benefit to our students.
2. Made significant contributions to the community; e.g., volunteer work, cultural enrichments through personal achievements in the performing, literary and/or visual arts, etc.
3. Made significant contributions to the profession through active participation in a professional organization.
4. Authored or co-authored a text; published, refereed, or juried research articles.
5. Other professional achievements which the Academic Rank Committee might judge to be at least of equal significance to the above.

Examples of documentation for professional achievement might include copies of course outlines developed by the individual, newspaper clippings, copies of certificates or awards, etc.

C. Coastline College Service

The petitioner will have fulfilled at least one of the following criteria within the three years previous to the date of the application:

1. Served at least two years as an active member of Coastline's Academic Senate.
2. Served at least two years on one or one year on two college committees that meet regularly as an active and contributing member.
3. Served at least three years on any combination of college or district committees that meet regularly as an active and contributing member.
4. Served as Chair or Co-Chair of a college committee that meets regularly.
5. Served as Department Chair for one year.
6. Other college service which the Academic Rank Committee might judge to be at least of equal significance to the above.

College service taken into account for regular and contract (full-time) faculty will be that which is above and beyond minimum contract obligations as per contract agreement.

Documentation for college service might include copies of committee minutes, a letter from the committee chairperson, etc.

D. Alternative Qualifications (optional)

Supplementing Years of Teaching Experience (optional)

Petitioners who have taught in the Coast District for the equivalent of two years may utilize a combination of teaching experience and Coastline committee participation to increase years of teaching experience, in order to qualify for academic rank titles as described under Article II - Rank Designations. The Lecture Hour Equivalency (LHE) shall be the unit of measurement in determining college committee service which will be combined with years of teaching experience. The following calculations will serve as examples:

If one (LHE) equals 18 hours, then:

Academic Senate	= 36 hours per year =	2 LHE
Academic Senate Executive Board	= 36 hours per year =	2 LHE
Curriculum Committee	= 30 hours per year =	1.66 LHE
Program Review	= 18 hours per year =	1 LHE
Staff Development Committee	= 18 hours per year =	1 LHE

Example: The standard teaching load for a regular/contract faculty member is 15 LHE per semester, 30 per year. The standard teaching load for an adjunct faculty member is 3 LHE per semester, or 6 LHE per academic year. Therefore, if the petitioner served on the Academic Senate and the Staff Development Committee, he/she could accrue an extra three LHE, which equates to half a year teaching, to be added to actual teaching experience.

Equivalencies to the Master's Degree (optional)

Petitioners who have taught in the Coast District for the equivalent of two years may submit documentation of outstanding professional achievement, or continuing education in the field, or outstanding Coastline service as an alternative to possessing a Master's degree in order to qualify for academic rank titles as described under Article II - Rank Designations.

Committee Membership

The Academic Rank Committee is a subcommittee of the Academic Senate and will be made up of Senate members. Other faculty may be appointed to the committee, as needed, upon the approval of the Academic Senate. The committee shall include representatives from both regular/contract and adjunct faculty. The Vice President of Instruction will also be a member of the committee, but will be a non-voting member.

Petition Process

Petitions may be submitted to the Senate Academic Rank Review Committee any time during the year but the committee will consider petitions only once a year. The committee will publish information and deadlines (which will be strictly adhered to) in the Academic Senate Newsletter. The petitioner is responsible for submitting the "**Petition for Academic Rank**" in a timely manner and for attaching all appropriate documentation. Omissions of required information of documentation will result in the return of the application, with a strict two-week deadline for resubmission.

Appeals Process

Questions regarding denied petitions should be directed to the chairperson of the Academic Rank Committee--any additional concerns may then be directed to the Academic Senate Executive Board via the Academic Senate President.

ARTICLE V: NOTIFICATION

Petitioners will receive written notification regarding the acceptance or denial of their petition within approximately eight weeks of the original submission deadline.

ARTICLE VI: NON-COMPENSATION

The granting or non-granting of Academic Rank shall not result in any change in salary, salary schedule, or in the position which the faculty member occupies on that schedule.

ARTICLE VII: RESERVATIONS

The Academic Senate is sponsoring the granting of Academic Rank in a spirit of collegiality. The Senate reserves the right to make adjustment in the process and interpretation, or to discontinue its role in the granting of Academic Rank if the process, or the results of the process, should contradict the purposes of the Academic Senate as articulated in its Constitution.