



OFFICE OF THE PRESIDENT

March 9, 2018

TO: President's Council
Administrative Council
Planning Fiscal Council

FROM: Sandy Sandello

SUBJECT: REVISION OF BOARD POLICIES AND ADMINISTRATIVE PROCEDURES

The following Board Policy has been revised:

BP 4245 Academic Rank Policy
(Revised by Senate)

The following Administrative Procedure has been revised:

AP 4225 Course Repetition
(Revised by Senate)

The following Administrative Procedure is a new procedure:

AP 4245 Academic Rank Procedure
(Developed by the Senate)

Should you have any revisions to the above policy/procedure, please notify your appropriate Vice President.

This will begin the review process.

ACADEMIC RANK POLICY

<p>BP No. 4245</p>

Board Adopted: 7/1/65; Rev. 4/24/74; 3/5/75; 12/7/77; 1/10/79; 10/12/88;
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I. Criteria Governing Academic Rank

- a. The recommendation of the faculty member for Academic Rank should be based upon comprehensive study of the individual's achievements during the years preceding the recommendation. ~~A~~The academic rank applications ~~is-are~~ submitted by the faculty members after ~~he/she has~~ ~~they~~ ~~have~~ met the minimum requirements of each step. Academic rank shall not determine column or step advancement for employee remuneration.

~~—~~ CRITERIA GOVERNING ACADEMIC RANK

- b. ~~To be eligible for academic rank, a faculty member must be a full-time (over 67%) member of the Rio Hondo College staff and submit an application form.~~
- c. ~~The Academic Rank Committee shall consist of five members nominated for two-year terms by the Academic Senate President and confirmed by a majority vote of the Senate at a regularly scheduled meeting.~~

II. Minimum Criteria for Academic Rank

- a. ~~The title of a faculty members shall be INSTRUCTOR, unless his/her their preparation and previous experience entitle him/her them to higher rank under these regulations this policy and Administrative Procedure 4245.~~
- b. ~~The requirement for the rank of ASSISTANT PROFESSOR shall be the equivalent of at least a minimum of three years of full-time teaching at Rio Hondo College and one of the following:~~
- ~~i. An earned Master's or Doctorate degree~~
 - ~~ii. An earned Bachelor's degree and a Community College Instructor credential in a vocational area in lieu of a Master's Degree.~~
 - ~~iii. Significant prominence in the field of expertise as determined by each division.~~
 - ~~iv. Two years non-academic work experience as determined by each division.~~
- ~~I. C. The requirements for rank of ASSOCIATE PROFESSOR shall be the equivalent of at least completion of five years of full-time college teaching, including the equivalent of three years at Rio Hondo College, and one of the following::~~
- c. ~~An~~ This application is to be sent to the Academic Rank Committee by November 15 of the academic year in which the faculty member wishes to be considered for academic rank. The Academic Rank Committee shall forward the application to Human Resources for verification that the applicant has met the minimum requirements and is qualified for the academic rank for which he/she has applied. The Academic Rank committee will submit the verified degrees, units, and employment history to the President of the Academic Senate to be put on the Academic Senate agenda for a simple majority vote at the first or second meeting of

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~~the spring semester. Then with the affirmation vote and signatures of the President of the Academic Senate and Chairperson of the Academic Rank Committee, the application will be sent to the Superintendent/President of the College. With the signature of the Superintendent/ President, the application will be submitted to the Board of Trustees for its consideration and action. If the applicant has an objection concerning the consideration of the application, he/she can ask the President of the Senate to be put on the agenda for the next regular scheduled meeting to present his/her case. The merit of the case shall be decided by a simple majority vote of the Senators present at the regularly scheduled meeting.~~

MINIMUM CRITERIA FOR ACADEMIC RANK

~~• The title of a faculty member shall be INSTRUCTOR, unless his/her preparation and previous experience entitle him/her to higher rank under these regulations.~~

~~• The requirement for the rank of ASSISTANT PROFESSOR shall be a minimum of three years of full-time teaching at Rio Hondo College and one of the following:~~

~~○ Earned Doctorate Degree~~

~~○ Earned Master's Degree~~

~~○ Earned Bachelor's Degree and a Community College Instructor~~

~~credential in a vocational area in lieu of a Master's Degree and/or "significant prominence."~~

~~C. The requirements for rank of ASSOCIATE PROFESSOR shall be the completion of five years of full-time college teaching, including three years at Rio Hondo College, and one of the following;~~

~~H. Earned Doctorate Degree~~

~~i.~~

~~III. Forty post-baccalaureate upper-division or higher numbered semester~~

~~ii. units including an earned Master's Degree. All units will be accepted except lower division and continuing education units, unless the candidate had received prior approval from the Units Evaluation Committee, as per Section 3.3.7.4 of the Rio Hondo College Faculty Collective Bargaining Agreement.~~

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iii. An eEarned Bachelor's Degree and a Community College Instructor Credential in a vocational area in lieu of a Master's Degree, ~~and/or "significant prominence,"~~ plus ten post-baccalaureate upper division or higher numbered semester units. All units will be accepted except lower division and continuing education units, unless the candidate had received prior approval from the Units Evaluation Committee, as per Section 3.3.7.4 of the Rio Hondo College Faculty Association Collective Bargaining Agreement.

iv. Significant prominence in the field of expertise as determined by each division.

v. Three years non-academic work experience as determined by each division.

d. The requirements for the rank of PROFESSOR shall be the equivalent of at least ten years of full-time college teaching, including the equivalent of seven years at Rio Hondo College and one of the following:

i. An earned Doctorate degree

ii. Fifty post-baccalaureate upper division or higher numbered semester units including an earned Master's degree. All units will be accepted except lower division and continuing education units, unless the candidate had received prior approval from the Units Evaluation Committee, as per Section 3.3.7.4 of the Rio Hondo College Faculty Collective Association Collective Bargaining Agreement.

~~IV. ———~~

~~—D. The requirements of the rank of PROFESSOR shall be ten years of full-time college teaching, including seven years at Rio Hondo College and one of the following:~~

~~A. —Earned Doctorate degree.~~

~~B. —An Fifty post-baccalaureate upper division or higher numbered semester~~

~~—units including an earned Master's Degree. All units will be accepted except lower division and continuing education units, unless the candidate had received prior approval from the Units Evaluation Committee, as per Section 3.3.7.4 of the Rio Hondo College Faculty Collective Bargaining Agreement.~~

iii. eEarned Bachelor's Degree with and a Community College Instructor Credential in a vocational area in lieu of a Master's Degree, and/or "significant prominence" plus twenty post-baccalaureate upper division or higher numbered semester units.

iv. Significant prominence in the field of expertise as determined by each division.

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v. Five years non-academic work experience as determined by each division.

III. Teaching Experience

- a. Upon approval of the Academic Rank Committee, two years of full-time credentialed teaching other than college level shall be the equivalent of one year of full-time college teaching with fractions of more than half to be considered as one year.
- b. All terms of teaching (including summer and intersession) will be counted for part-time faculty for the purposes of establishing rank.
- c. No more than one year of service will be counted for each academic year for the purposes of establishing rank (e.g., a faculty member teaching 150% load over two successive academic years will receive credit for two years of service at Rio Hondo College, not three years).

IV. Significant Prominence

- a. Evidence of "significant prominence" in a field, major contributions to society, or rank at another college, may substitute as criteria for consideration and appointment to academic rank.
- b. The following criteria shall be used for significant prominence
 - i. Professional Achievement
 1. Academic and scholarly contributions to the faculty member's profession and field;
 2. Creation, exhibition, performance, or publication in the arts or literature;
 3. Presentations before meetings of scholarly and professional societies;
 4. Receipt of fellowships or other subsidies for pursuit of research or
 4. study in the faculty member's field;
 5. Participation in the activities of scholarly or professional societies
 5. beyond mere membership;
 - ii. Contributions to the College
 - a.1. Participation in professional activities, including active membership in professional societies and attendance at scholarly meetings;
 - b.2. Contributing to academic governance such as membership participation in the activities of department, school and system committees, and service in administrative capacities above and beyond contractual and paid services;

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- ~~1.~~ Producing and directing events in the performing arts and/or coaching or covering athletic events for the college.
 - ~~3.~~
 - ~~4.~~ Engaging in community service and activity which may draw favorable attention to the faculty member and to the college.
 - ~~3.~~
 - ~~6.5.~~ Delivering speeches, conducting colloquia, or otherwise conveying information about the faculty member's profession and field to community groups
 - ~~6.~~ Chairing or directing committee work related to the CTE area not required in contract duties.

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OTHER CONSIDERATIONS

~~—A. Evidence of “significant prominence” in a field, major contributions to society, or rank at another college, may substitute as criteria for consideration and appointment to academic rank. If the faculty member wishes to be considered under this section, he/she must submit all pertinent data to support his/her application by the November 15 deadline. Recommendation for rank under this section shall be an 80% vote of both the Academic Rank Committee and the Academic Senate.~~

~~B. Upon approval of the Academic Rank Committee, two years of full-time credentialed teaching other than college level shall be the equivalent of one year of full-time college teaching with fractions of more than half to be considered as one year.~~

ACADEMIC RANK COMMITTEE

- ~~1. The Committee shall consist of five members of the Academic Senate.~~
- ~~2. The Committee members shall be nominated for a term of two years by the President of the Academic Senate and approved by a simple majority vote of the Academic Senate at a regular scheduled meeting.~~

- ~~3. The committee shall select Committee Chairperson annually.~~
- ~~4. The committee shall meet to consider the applications for Academic Rank~~

~~after the verification from the Office of Human Resources. All applications shall be turned over to the President of the Academic Senate no later than the second meeting of the Academic Senate of the Spring semester, to be voted on by the Academic Senate at the next regularly scheduled meeting.~~

CRITERIA USED FOR "SIGNIFICANT PROMINENCE"

1. PROFESSIONAL ACHIEVEMENT

- ~~1. Academic and scholarly contributions to the faculty member's profession and field.~~
- ~~2. Creation, exhibition, performance, or publication in the arts or literature.~~
- ~~3. Presentations before meetings of scholarly and professional societies.~~
- ~~4. Receipt of fellowships or other subsidies for pursuit of research or~~

~~study in the faculty member's field.~~

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~~5.—Participation in the activities of scholarly or professional societies
beyond mere membership.~~

~~2.—CONTRIBUTIONS TO THE COLLEGE~~

- ~~1.—Participation in professional activities, including active membership in professional societies and attendance at scholarly meetings.~~
- ~~2.—Contributing to academic governance such as membership participation in the activities of department, school and system committees, and service in administrative capacities above and beyond contractual and paid services.~~
- ~~4.—Producing and directing events in the performing arts and/or coaching or covering athletic events for the college.~~
- ~~5.—Engaging in community service and activity which may draw favorable attention to the faculty member and to the college.~~
- ~~6.—Delivering speeches, conducting colloquia, or otherwise conveying information about the faculty member's profession and field to community groups.~~

COURSE REPETITIONAP No.
4225

Board Reviewed: 3/10/10; 6/12/13

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- I. Course repetition occurs when a student who has previously received an evaluative symbol (A, B, C, D, F, P/NP, W) in a credit course, re-enrolls in that course and receives an evaluative symbol.
- II. Students may be permitted to enroll more than one time in the same credit course if they or the course meets certain criteria. Students will not be permitted to enroll in the same credit course more than three times, except in special circumstances or when the course is designated as repeatable and allows a greater number of repetitions in compliance with current limits established in Title 5.
- III. Course repetition may occur under certain circumstances:
 - A. The course is designated as a “repeatable course” consistent with the requirements of Title 5 §55041. Procedures for “Repeatable Courses” are covered in Administrative Procedure 4227.
 - B. To alleviate substandard work

Students may repeat courses in which substandard grades (“D”, “F”, “NP”) were awarded. A course in which a student grade of a “D” or “F” or “NP” has been recorded may be repeated twice.

Students must complete a “Petition for Course Repetition with Previous Substandard Grade” form available in Admissions and Records in order to remove the effects of the “D” or “F” or “NP” grade from the GPA. When a student repeats a class to alleviate substandard academic work, the previous grade shall be disregarded in the computation of grade point averages.

Students may use course work from any accredited college to replace Rio Hondo College coursework in which a “D” or “F” or “NP” was recorded provided the courses are articulated as being equivalent. (§55042)

Courses designated as “Honors” may be repeated with the non-honors version of the course. (Senate)
 - C. To enroll in a class from which a student has previously withdrawn

Students may repeat courses that result in withdrawal with a “W” symbol being assigned. Students may have a maximum of two withdrawals from a course prior to receiving a grade, excluding military withdrawals. The “W” shall not be used in calculating a student’s GPA, but must be used in determining probation and dismissal. (§55024)
 - D. Due to extenuating circumstances

A student may repeat a course when he/she demonstrates that the previous grade was due to extenuating circumstances. Extenuating circumstances are verified cases of illness, accidents or other circumstances beyond the control of the student.

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Student's wishing to repeat a course due to extenuating circumstances must complete a "Course Repetition with Previous "P/C" Grade or Better" form available in Admissions and Records and submit it with documentation of the extenuating circumstances and appropriate signatures and approvals to Admissions and Records.

A course repeated pursuant to Section D may only be repeated once, but the previous grade may be disregarded in computing the student's GPA. (§55045)

E. Significant lapse of time

Students may repeat a course in which they previously received a satisfactory grade due to a significant lapse of time, comprised of no less than 36 months or as required by specific program mandates. In addition, the District must also have established a recency prerequisite for the course, or an institution of higher education to which the student seeks to transfer must have established a recency requirement that applies to the course. The previous grade may be disregarded in computing the student's GPA. (§55043)

F. Variable unit, open-entry/open-exit courses

Students may enroll in a variable unit open-entry/open-exit course as many times as necessary to complete the entire curriculum of the course. (§55044)

G. Occupational work experience

Students may petition to enroll more than once, even if the student received a satisfactory grade, in an occupational work experience course. The student may not exceed 16 credit hours of cooperative work experience (CWE) or 6 hours of general work experience (GWE) in a given field during the enrollment period. Previous grades shall be included in computing the student's GPA. (§55253)

H. Legally mandated training

Students may re-enroll in courses that are required by statute or regulation as a condition of paid or volunteer employment. The student must certify or document that the course repetition is legally mandated. Previous grades shall be included in computing the student's GPA. (§55040)

I. Special course for students with disabilities

Students may enroll multiple times in classes designated as "special classes" if it is determined that such repetition is required for that person as a

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disability-related accommodation. The prior grade may be disregarded in computing the student's GPA. (§55040; 56029)

J. Significant change in industry or licensure standards

Students may petition the District to repeat a course as a result of a significant change in industry or licensure standards such that repetition of the course is necessary for employment of licensure. Students must certify or document that there has been a significant change in industry or licensure standards necessitating course repetition. Previous grades shall be included in computing the student's GPA. (§55040)

- IV. Enrollments in active participatory courses in physical education, visual arts or performing arts that are related in content are limited to 4 times. This limitation applies even if a student receives a substandard grade or "W" during one or more of the enrollments or petitions for repetition due to extenuating circumstances.
- V. When course repetition occurs pursuant to this section, the student's permanent academic record shall clearly indicate any courses repeated using an appropriate symbol and be annotated in such a manner that all work remains legible, insuring a true and complete academic history.
- VI. References: Title 5 sections 55000, 55024, 55040-55046, 55253, 56029, 58161



POLICY & PROCEDURE SERVICE

AP 4225 Course Repetition

References:

Education Code Section 76224;
Title 5 Sections 55040, 55041, 55042, 55043, 55253, 56029, and 58161

NOTE: *This procedure is **legally required**. Local practice may be inserted here, which must include the following:*

Students may petition for approval to repeat up to a total of [**insert number**] courses in the following courses:

- Courses for which repetition is necessary to meet the major requirements of California State University (CSU) or University of California (UC) for completion of a bachelor's degree;
- Intercollegiate athletics courses; and
- Intercollegiate academic or vocational competition courses. Such courses may be repeated no more than four times for semester courses or six times for quarter courses.

Students may enroll in activity courses in physical education, visual arts, or performing arts. Such courses may not be repeated for more than [**four semesters or six quarters**]. This limit applies even if the student receives a substandard grade or "W" during one or more enrollment or if a student petitions for repetition for repetition due to extenuating circumstances.

[**Insert local processes for petitioning for approval**]

When a student repeats a course designated as repeatable to alleviate substandard academic work (a "D," "F," "FW," "NP," or "NC"), the previous grade and credit shall be disregarded in the computation of grade point averages. No more than two substandard grades may be alleviated.

When a student with a disability repeats a class, the previous grade and credit shall be disregarded in the computation of grade point averages.

Courses that are repeated shall be recorded on the student's permanent academic record using an appropriate symbol.

Annotating the permanent academic record shall be done in a manner that all work remains legible, insuring a true and complete academic history.

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Nothing can conflict with Education Code Section 76224 pertaining to the finality of grades assigned by instructors, or with Title 5 or District procedures relating to retention and destruction of records.

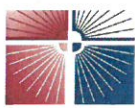
NOTE: *Inclusion of the following depends on District practice. The elements are suggested as good practice/optional.*

If the District is claiming apportionment under Title 5 Section 58161, students may petition for approval to repeat up to a total of [**insert number that is not more than four times for semester courses or six times for quarter courses**] courses designated as repeatable, including courses in which substandard grades (less than "C," and including "FW," "NP," or "NC") were awarded in one or more enrollments. If the student is repeating the course to alleviate substandard academic work, the District may disregard the first two substandard grades if the student repeats the class two or more times. Students may also petition for approval to repeat up to a total of [**insert number that is not more than four times for semester courses or six times for quarter courses**] active participatory credit courses that are related in content, in physical education, visual arts, or performing arts, including courses in which substandard grades (less than "C," and including "FW," "NP," or "NC") were awarded in one or more enrollments.

[**Insert local processes for petitioning for approval, which may include**]

- A list of the specific courses or categories of courses, if any, which are exempt from course repetition.
- Requirements to repeat courses after a significant amount of time [**include a definition of significant lapse of time, no less than 36 months**] or the District has established a recency prerequisite.
- An institute of higher learning established a recency requirement, which the student will not be able to satisfy without repeating the course. A student may petition for repetition if less than [**set period of time, such as 36 months**] have elapsed and the student provides documentation that the repetition is necessary for transfer.
- Provisions for repeating a course taken at another accredited college or university for which substandard academic performance is recorded.
- Circumstances under which students may repeat courses in which a C or better grade was earned. Such course repetition requires a finding that extenuating or extraordinary circumstances exist which justify such repetition. Extraordinary circumstances are those which would justify the District providing the student a

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refund. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. Grades awarded for courses repeated under these provisions [**NOTE: When a course is repeated pursuant to this section, the District may allow the previous grade and credit to be disregarded in computing the student's GPA -- select shall or may**] be included when calculating a student's grade point average.

- Limits on the number of times students may repeat a course.
- Students may not enroll in a course more than three times, except in limited circumstances, described below. Enrollments include any combination of withdrawals and repetitions.
- Students may repeat an cooperative work experience course pursuant to District policy any number of times as long as they do not exceed the limits on the number of units of cooperative work experience set forth in Title 5 Section 55253(a).
- Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for the student for one of the reasons specified in Title 5 Section 56029. [**NOTE: The District may allow the previous grade to be disregarded when computing the GPA each time the course is repeated. If the District determines to do so, include: The District will disregard previous grades in computing the student's GPA each time the course is repeated.**]
- Students may repeat a course any number of times where it is required for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment, regardless of whether the student recorded substandard work. [**Insert local procedure for students to certify the course is legally mandated.**]
- Students may petition to repeat a course needed for employment or licensing because of a significant change in the industry or licensure standards. Students may take these courses any number of times. [**Insert policy to require students to certify the course is needed because of a significant change in the industry or licensure standards.**]

Revised 7/02, 8/03, 8/06, 8/07, 2/08, 4/09, 9/12, 10/13, 10/15, 10/16, 4/17, 10/17

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ACADEMIC RANK PROCEDURE

AP No. 4245

Board Reviewed: NEW (Senate)

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- I. **The Academic Rank Committee shall select a chair annually.**
- II. **Applications for advancement in academic rank, along with all pertinent supporting data, shall be sent to the Academic Rank Committee by November 15 of the academic year faculty members wish to be considered for advancement. The Academic Rank Committee shall forward the applications to Human Resources for verification that applicants have met the minimum requirements and are qualified for the academic rank for which they applied. The Academic Rank Committee will submit the verified degrees, units, and employment history to the President of the Academic Senate to be put on the Academic Senate agenda for a vote.**
- III. **A simple majority vote is required for approval of academic rank for faculty applying for advancement.**
- IV. **With the affirmation vote and signatures of the President of the Academic Senate and Chairperson of the Academic Rank Committee, the applications will be sent to the Superintendent/President. With the consent of the Superintendent/ President, the applications will be submitted to the Board of Trustees for its consideration and action. Any applicants who have objections concerning the consideration of an application, can ask the President of the Senate to be put on the agenda for the next regular scheduled meeting to present their cases. The merit of the cases shall be decided by a simple majority vote of the Senators present at the regularly scheduled meeting.**