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. The academic rank application is submitted by the faculty member after he/she has met the minimum requirements of each step. Academic rank shall not determine column or step advancement for employee remuneration.

CRITERIA GOVERNING ACADEMIC RANK

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. 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 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

A. 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.

B. 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:

1. Earned Doctorate Degree
2. Earned Master's Degree
3. 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:

1. Earned Doctorate Degree
2. Forty 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.
3. 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," 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 Collective Bargaining Agreement.

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:

1. Earned Doctorate degree.
2. 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.
3. Earned Bachelor's Degree with 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.

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

A. The Committee shall consist of five members of the Academic Senate.
B. 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.
C. The committee shall select Committee Chairperson annually.
D. 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"

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

B. 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.

3. Producing and directing events in the performing arts and/or coaching or covering athletic events for the college.

4. Engaging in community service and activity which may draw favorable attention to the faculty member and to the college.

5. Delivering speeches, conducting colloquia, or otherwise conveying information about the faculty member's profession and field to community groups.

REFERENCE

This policy shall be evaluated periodically and any changes shall be recommended by the Academic Rank Committee, and voted on and approved by a simple majority vote of the Academic Senate. These changes shall be sent to the Board of Trustees by the Superintendent/President. Former Board Policy 2209.