

ACADEMIC RANK

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| BP No. 4245 |
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Board Adopted: 07/01/1965; 04/24/1974; 03/05/1975; 12/07/1977; 01/10/1979; 10/12/1988;
06/08/2011; 06/13/2018; 11/11/2020

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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.
 - B. Academic rank applications are submitted by the faculty members after they have met the minimum requirements of each step. Academic rank shall not determine column or step advancement for employee remuneration.
 - C. Human Resources shall provide all supporting documentation and their recommendation to the Academic Rank Committee upon request of a faculty member.
 - D. To be eligible for academic rank, a faculty member must be a member of the Rio Hondo College staff and submit an application form.
 - E. All faculty members including those whose function is to work in an educational capacity outside of the conventional classroom are eligible for Academic Rank. Such members include, but shall not be limited to counselors, librarians, coaches, school nurses, and members of student health services.
- II. 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:
 - Professional achievement
 - Academic and scholarly contributions to the faculty member's profession and field
 - Creation, exhibition, performance, or publication in the arts or literature
 - Presentations before meetings of scholarly and professional societies
 - Receipt of fellowships or other subsidies for pursuit of research or study in the faculty member's field
 - Participation in the activities of scholarly or professional societies beyond mere membership

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Contributions to the College

- Participation in professional activities, including active membership in professional societies and attendance at scholarly meetings
- 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
- Producing and directing events in the performing arts and/or coaching or covering athletic events for the college
- Engaging in community service and activity which may draw favorable attention to the faculty member and to the college
- Delivering speeches, conducting colloquia, or otherwise conveying information about the faculty member's profession and field to community groups
- Chairing or directing committee work related to the CTE area not required in contract duties

Teaching experience

- 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.
- For full-time faculty, 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 100% load and 50% overload over two successive academic years will receive credit for two years of service at Rio Hondo College, not three years). For part-time faculty, no more than 120% load will be counted for each academic year for the purposes of establishing rank.

III. Additional criteria governing part-time academic rank

- A. All terms of teaching (including summer and intersession) will be counted for part-time faculty for the purposes of establishing academic rank.
- B. The rank of Assistant Professor and Associate Professor shall be retained if a part-time faculty member is hired into a full-time tenure track position at Rio Hondo College.

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- C. One year of full-time teaching credit for an adjunct faculty member shall consist of 120% load. In addition to earning 120% load in one academic year, it may be attained by adding load from previous semesters. However, the maximum credit an adjunct faculty member can earn in one year is 120%. If a part-time faculty member earns less than 120% load in an academic year, the load they earn will be carried over. If a part-time faculty member earns more than 120% in an academic year, the overage will not carry over to the next year.

IV. Minimum criteria for academic rank for full-time faculty

- A. The title of faculty members shall be Instructor, unless their preparation and previous experience entitle them to higher rank under this policy and Administrative Procedure 4245.
- B. The requirement for the rank of Assistant Professor shall be the equivalent of at least three years of full-time teaching and/or student services at Rio Hondo College and one of the following:

- An earned Master's or Doctorate degree
- An earned Bachelor's degree and a Community College Instructor credential in a vocational area in lieu of a Master's Degree
- Significant prominence in the field of expertise as determined by each division
- Two years non-academic work experience as determined by each division

- C. The requirements for rank of Associate Professor shall be the equivalent of at least five years of full-time college teaching and/or student services, including the equivalent of three years at Rio Hondo College, and one of the following:

- An earned Doctorate degree
- 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
- An earned Bachelor's Degree and a Community College Instructor Credential in a vocational area in lieu of a Master's Degree, plus ten post-baccalaureate upper division or higher numbered semester

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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

- Significant prominence in the field of expertise as determined by each division
- 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 and/or student services, including the equivalent of seven years at Rio Hondo College and one of the following:

- An earned Doctorate degree
- 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 Association Collective Bargaining Agreement
- An earned Bachelor's Degree and a Community College Instructor Credential in a vocational area in lieu of a Master's Degree, plus twenty post-baccalaureate upper division or higher numbered semester units
- Significant prominence in the field of expertise as determined by each division
- Five years non-academic work experience as determined by each division

V. Minimum criteria for part-time academic rank

A. The title of faculty members shall be Instructor, unless their preparation and previous experience entitle them to higher rank under this policy and Administrative Procedure 4245.

B. The requirement for the rank of Assistant Professor shall be the equivalent of at least three years of full-time college-level teaching and/or student services AND one of the following:

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- An earned Master's or Doctorate degree
 - An earned Bachelor's degree and a Community College
 - Instructor credential in a vocational area in lieu of a Master's Degree
 - Significant prominence in the field of expertise as determined by each division
 - Two years non-academic work experience as determined by each division
- C. The requirements for rank of Associate Professor shall be the equivalent of at least seven years of full-time college teaching and/or student services AND including the equivalent of four years at Rio Hondo College, and one of the following:
- An earned Doctorate degree
 - 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
 - An earned Bachelor's Degree and a Community College Instructor Credential in a vocational area in lieu of a Master's Degree, 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
 - Significant prominence in the field of expertise as determined by each division
 - 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 twelve years of full-time college teaching and/or student services including the equivalent of eight years at Rio Hondo College and one of the following:

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- An earned Doctorate degree
- 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
- An earned Bachelor's Degree and a Community College Instructor Credential in a vocational area in lieu of a Master's Degree, plus twenty post-baccalaureate upper division or higher numbered semester units
- Significant prominence in the field of expertise as determined by each division
- Five years non-academic work experience as determined by each division