

ACADEMIC RANK PROCEDURE

AP No. 4245

Board Reviewed: 5/9/18

Page 1 of 1

- 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.
- V. Reference/Source

Academic Senate