

**BP 4000 ACADEMIC RANK**

**References:**

No references

As an institution of higher education, the Riverside Community College District will award to the faculty, the ranks of Instructor, Assistant Professor, Associate Professor, Professor, Distinguished Professor, and for those individuals who earn these titles by meeting specific requirements. For retiring faculty, the rank of Emeritus may be granted and would reflect the rank held at the time of retirement.

Criteria and procedures to achieve these ranks will be developed jointly by the Academic Senate and the Administration.

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Date Adopted: August 19, 2008

Revised: January 25, 2011

Revised: April 17, 2012

(Replaces RCCD Policy 3092)

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**References:**

No references

This plan involves no additional expense to the Riverside Community College District. It is not attached to salary, nor is it a merit plan for salary increases.

**I. Procedural Guidelines**

- A. A faculty member who joins the Riverside Community College District in a full-time teaching capacity and who held academic rank in his/her previous teaching position shall have equivalent rank, provided the requirements in Section II (below) have been met.
- B. Each academic rank shall be identified in a subject area.
- C. The subject area in which the title is granted must be one in which there is a sequence of course offerings of the College, and the subject title must be on the master list of subject areas as established in the most current catalog.
- D. A faculty member holding rank in accordance with the provisions of this section may request a change in subject area title at such time as he is qualified.

Faculty transferring to an administrative role, including any supervisory capacity or counseling administrators, may retain such rank as had been conferred upon them during their tenure in the classroom, but will not be considered faculty while serving in an administrative capacity.

**II. Academic Ranks**

- A. Associate Faculty  
The rank of Associate Faculty is applied to non-contract faculty paid on a per course basis.
- B. Instructor  
An individual who does not have a Masters degree, but who fulfills the work experience requirement to serve as career and technical education faculty shall receive the rank of Instructor when appointed to a full time, permanent position. If the position is not permanent, the rank will be visiting instructor.
- C. Visiting Assistant Professor  
The rank of a full-time faculty member who is on a non-tenure track appointment will be Visiting Assistant Professor if he/she has a Masters degree from a regionally accredited institution.

D. Assistant Professor

The rank of a faculty member who is on a tenure track appointment, and holds a Masters' degree from a regionally accredited institution, shall receive the rank of Assistant Professor.

After having served for four years and achieving tenure, an individual who does not have a Masters degree, but who fulfills the work experience requirement to serve as career and technical education faculty, shall receive the rank of Assistant Professor, Career and Technical Education.

E. Associate Professor

A faculty member who has served as an Assistant Professor for four (4) years, achieved tenure, and holds a Masters degree from a regionally accredited institution, shall receive the rank of Associate Professor.

F. Professor

Persons wishing to apply for the rank of professor should submit a letter of application with supporting documentation establishing achievement of the criteria to the Professional Growth and Sabbatical Leave Committee (PG & SL) by October 31 of each academic year. The Committee will review the applications and make a recommendation based upon the criteria listed below.

Advancement to the rank of Professor is not, and should not be, considered automatic. While criteria for years of service and education are clear, service to the institution as listed below must be established. When submitting an application, it is best to include specifics about the applicant's involvement, not just a list of committee, clubs, department and/or discipline involvement.

Minimum Criteria:

- Years of Service: A faculty member who has served the district for a minimum of ten (10) years, in a full time faculty position.
- Educational criteria: Masters degree from a regionally accredited institution
- Service to the Institution: Consistent and continual service per contractual obligations, as well as consistent involvement and contributions to shared governance, organizational development, and/or student organizations. Examples of such involvement and contribution may include, among others, Senate service, CTA leadership service, and advising student affairs clubs, and organizations, etc. PG&SL may ask for a letter of evaluation from the faculty member's College Vice president of Academic Affairs or the College Senate President demonstrating fulfillment of these requirements.

Plus one of the following:

- Education: A degree from a regionally accredited institution that qualifies the applicant for placement on column H of the approved faculty salary schedule.
- Scholarship: Peer reviewed publications or creative activities (such as major gallery exhibits or performances), patents, or other indicators of excellence in discipline related activities.

- Exemplary service to the institution and/or the community for at least fifteen (15) years. This service level must clearly exceed what is contractually expected of a faculty member. PG&SL may ask for a letter of evaluation from the faculty member's College Vice President of Academic Affairs or the College Senate President demonstrating fulfillment of these requirements.

Individuals seeking to use the above criteria must provide evidence that the service level clearly exceeds what is contractually expected from a faculty member. PG&SL may ask for verification and evidence.

Procedures for the granting of the rank of Professor:

- The PG&SL Committee will examine the files of each applicant and by a majority vote will make a determination as to whether or not the applicant meets the requirements for the rank of Professor.
- If the majority of the PG&SL Committee members agree the applicant has met the criteria, the file is sent to the College President. If the Committee does not agree the applicant has met the criteria, it may request additional information per the criteria listed above and then send the file, including any additional information, to the College President informing the President of the committee's decision.
- The College President will review the file. If his/her recommendation is positive, the file is sent to the Chancellor. If the decision is negative, he/she may ask the candidate to provide additional information which then is included in the file sent to the Chancellor.
- The Chancellor will review the applicant's file, the recommendations of PG&SL and the College President. If the Chancellor agrees that the criteria have been met, the faculty member's name is sent to the Board of Trustees for affirmation. If the Chancellor does not agree, he/she will inform the District Academic Senate (DAS) of his/her decision, including the reason(s) for the decision. The District Academic Senate will review the file and may request clarification from the applicant. The DAS, working with the Chancellor, will then make a decision. If the DAS agrees that the applicant has indeed met the criteria, the faculty member's name is forwarded to the Board of Trustees for affirmation. If the DAS does not agree that the applicant has met the criteria, they will so inform the applicant, in writing, including the reasons for denial.
- The decision by the District Academic Senate for that academic year's applications for the rank of professor is final.

#### G. Emeritus

The rank of Emeritus may be granted to any faculty member who has earned retirement and will be based on the academic rank the faculty member held at the time of retirement (e.g., Instructor Emeritus, Assistant Professor Emeritus, Associate Professor Emeritus, and Professor Emeritus). The rank of Emeritus may be awarded posthumously.

The rank is bestowed upon the affected faculty member by the District Academic Senate to ensure the uniformity of standards, which should include consistently positive service to the institution during that faculty member's employment. The District Academic Senate may ask for a letter of evaluation from the retiring faculty's College President, Vice President of Academic Affairs, or Academic Senate President, as appropriate. The District Academic Senate will inform the Chancellor who will forward the names to the Board of Trustees for affirmation.

#### H. Distinguished Professor

RCCD faculty must be nominated for the rank of Distinguished Professor by two people, one of whom is a full professor and the other an administrator, both from RCCD. The nomination shall address the candidate's qualifications. Nominations may not occur more than once in an academic year and should be submitted to the PG&SL Committee by October 31 of that academic year. The PG&SL will review the nominations to ensure that the nominees meet ALL of the requirements listed below:

- Nominees must have held the rank of full professor at RCCD for a minimum of four (4) years.
- Education: A degree from a regionally accredited institution that qualifies the applicant for placement on column H of the approved faculty salary schedule.
- Scholarship: Peer reviewed publications or creative activities (such as major gallery exhibits or performances), major patents, and/or other indicators of excellence in discipline-related activities.
- Exemplary service to the institution and/or the community for at least 20 years. This service level must well exceed what is contractually expected of a faculty member.

Procedures for granting of the rank of Distinguished Professor:

For the rank of Distinguished Professor, the PG&SL Committee will examine the files of each nominee and by a majority vote will determine if any of the nominees meet the minimum qualifications. The files of those who do meet the minimum qualifications are forwarded to the committee below. Those who do not meet the minimum qualifications will be informed accordingly by PG&SL, in writing, and the decision is final.

Chancellor  
Senate President, Moreno Valley  
Senate President, Norco  
Senate President, Riverside  
Distinguished Professors (if any)

The above committee will review the files forwarded by the PG&SL and may make a decision by majority vote to grant the rank of Distinguished Professor to no more than ONE of the applicants. The name of that nominee is forwarded to the Board of Trustees for affirmation. However, the committee may choose to NOT forward any nominee to the Board of Trustees for that academic year. Any and all candidates not selected, will be informed in writing by the committee.

The committee may also make a decision NOT to grant the rank to any of the nominees for that year.

The decision of the committee is final for that academic year.

Office of Primary Responsibility: Vice Chancellor, Educational Services

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Administrative Approval: December 8, 2008

(Replaces RCCD Regulation 3092)

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Revised: December 5, 2011

Revised: June 18, 2012

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