



Academic Senate Part-Time Faculty Committee
Monday, February 23, 2015
11:00am – 12:20pm in 34-110 (Health & Sciences Complex)

AGENDA

- I. Announcement: ASCCC Part-Time Faculty Plenary – David Milroy
- II. Finalize Fall Flex Week Event – Michael Lambe
- III. Revised Rank Documents – Sue Gonda (Attachment A)

Next PTFC Meeting: Monday, March 9, 2015, Location TBA

The petitioner has received a satisfactory or better score on the two most recent evaluations.

Signature

Dean: _____
Division

College

Return this form to the Chair of the Academic Rank Committee.

FOR COMMITTEE USE ONLY

Committee Response

Approved

Disapproved

Comments:

Chair, Academic Rank Committee

Date

Routing: Academic Rank Committee
Academic Senate
College President

Revised: June 2014

GROSSMONT COLLEGE ACADEMIC RANK POLICY FOR ADJUNCT FACULTY

Approved by the Grossmont College Academic Senate (date)

Faculty whose professional activities meet the criteria are invited to petition the Academic Senate for the appropriate rank. *This Policy Pertains SOLELY to Adjunct Faculty Affiliated with Grossmont College through the Grossmont College Academic Senate.*

ARTICLE I – Non-compensation

~~Faculty who work less than a full-time contract at Grossmont College will be designated Adjunct Instructor, Librarian, Counselor or Learning Specialist as appropriate. Because this is a Senate (versus pay) title, the~~ awarding of adjunct academic rank shall not result in any change in the salary schedule nor in the position ~~which~~that the faculty member occupies on that schedule. ~~Any attempt to affect such a change shall result in revocation of Grossmont College's Academic Senate sponsorship of this plan.~~ Adjunct rank will not follow a person should they attain a tenure-track position in the District.

ARTICLE II – Designations

- A. Adjunct Professor: Twenty semesters employed as a university or community college faculty member, at least 10 of which were at Grossmont College, faculty member and fulfilling at least two of the criteria listed in Article III to include one from each criteria A and B.
- B. Adjunct Associate Professor: Twelve semesters employed as a Grossmont College faculty member and fulfilling at least one of the criteria listed in Article III.
- C. Adjunct Assistant Professor: Eight semesters employed as a Grossmont College faculty member and fulfilling at least one of the criteria listed in Article III.
- ~~G.D.~~ Adjunct faculty who choose not to apply for academic rank will be designated as Adjunct Instructor, Counselor, or Learning Specialist as appropriate

ARTICLE III – Criteria

- A. Criterion One – Professional Achievement
Applicant should provide details to help the Academic Rank Committee (ARC) understand the significance of the Professional Achievement [e.g. copy of cultural enrichment program, for a refereed text or research article, the name of the publisher, ISBN, and date of publication, description of any referenced program, presentation, organization, etc. to provide context and explanation].
 - 1. Possession of an earned doctorate from an accredited institution.
 - 2. Initiated and played a major role in the implementation of an educational program recognized by the Academic Rank Committee (ARC) as a significant benefit to students.
 - 3. Made significant contributions to the community's cultural enrichment through personal achievements in the performing, literary and/or visual arts.
 - 4. Authored or co-authored a refereed text or research article, or computer software in petitioner's subject specialty recognized by the ARC as significant.
 - 5. Made presentations at professional conferences or meetings recognized by the ARC as academically significant to petitioner's discipline.
 - 6. Obtained outside funding or grants to enhance the college's teaching, research, and/or educational resources.
 - 7. Other professional achievement recognized by the ARC as at least equal in significance to any of the above.

B. Criterion Two – College Service

Applicants should demonstrate consistent and continuous college service that helps the college function within the past five years.

1. Served at least four semesters as a coordinator or served at least four semesters as a member of the Academic Senate or Academic Senate Part-Time Faculty Committee within the past five years.
2. Served at least two semesters on any major college or District committee (e.g., Curriculum, Program Review, Professional Development, Planning & Resources, Basic Skills, Institutional Excellence, Part-Time Faculty Committee, AFT Steering) within the past five years.
3. Served at least six semesters on any combination of college or district committees within the past five years not covered by the previous criterion.
4. Chaired a major committee within the past five years for a period of at least two semesters.
5. Other college service that the ARC deems to be at least equal in significance to any of the above within the past five years [including major college or district committees not listed in number 2. e.g. Chair College Accreditation Committee (not subcommittee), club advisor for at least eight consecutive semesters, etc.].

ARTICLE IV - Procedures

A. Application Process

1. Obtain an Academic Rank Petition form from Academic Senate website.
2. Complete the petition and attach applicable supporting materials.
- ~~3. Obtain the appropriate Dean/Director's verification of satisfactory or better scores on the two most recent evaluations.~~
3. Submit the completed petition as instructed on the Senate website and in email instructions to the Chair of Academic Rank Committee on or before the deadline.
4. Appropriate Dean signature according to the timeline on the Senate website and in emailed instructions, will be obtained to verify satisfactory or better scores on the two most recent evaluations, after you have submitted your materials.

B. Approval Process

1. The Academic Rank Committee consists of five members elected by the Academic Senate.
2. Decisions of the Academic Rank Committee must be unanimous.
3. Petitions will be rejected only for failure to meet the criteria.
4. Petitioners who do not receive a unanimous vote will receive a written explanation.
5. The Chair of the Academic Rank Committee will submit recommendations for rank to the President of the Academic Senate.
6. Approval of rank shall require a majority vote of the senators present at a regular meeting of the Academic Senate.
7. A Certificate of Rank will be issued by the Academic Senate at the College Recognition ceremony in May.
8. The Academic Senate will forward in an annual report the names of faculty approved for academic rank to the college President for publication and dissemination.

C. Conciliation Process

1. An unsuccessful petitioner is entitled to meet with the Academic Rank Committee if he/she feels that, through violation of the procedure or misinterpretation of the criteria or of the petition, the Academic Rank Committee is in error.

2. The petitioner will request that the Chair of the Academic Rank Committee convene the Committee to hear the petitioner.
3. The Academic Rank Committee will reevaluate its decision and, if rank is recommended, notify the President of the Academic Senate.

D. Appeal Process

1. If no resolution is possible at the conciliation level, the petitioner will present written details of the appeal along with a copy of his/her original application for rank to the Collegial Mediation Committee.
2. The petitioner will notify the Academic Rank Committee in writing that an appeal has been presented to the Collegial Mediation Committee.
3. The Collegial Mediation Committee will meet to resolve the appeal within ten (10) working days (exclusive of summer) of receipt of the appeal.
4. The College Mediation Committee will forward a written response to the petitioner with a copy to the Academic Rank Committee.

ARTICLE V – Publication of Academic Rank

Each person who is awarded academic rank will be accorded the benefits and recognition of rank. A Certificate of Rank, signed by the President of Grossmont College, the President of the Academic Senate and the Chancellor, will be presented to the Adjunct faculty member.