SUBJECT: Faculty Rank

I. Introduction

Excellence in teaching is Midland College’s central value. This is reflected in the mission statement of the College and permeates the decision-making process. It is also reflected in faculty selection criteria, a rigorous faculty evaluation system, and an award program for recognizing outstanding teachers.

The Board maintains policies that assert the primacy of teaching as a faculty responsibility, define reasonable and equitable load, and protect academic freedom. Midland College provides an environment that respects and supports faculty work and encourages participation in all aspects of the teaching and learning process.

The Midland College system of faculty rank is consistent with the value Midland College accords its full-time faculty and is designed to recognize professional development and commitment to teaching. It is also intended to support recruitment and retention of the excellent faculty that characterize the College.

II. Titles and Criteria

A. Four titles are granted to convey faculty rank. In ascending order these are:

1. Instructor
2. Assistant Professor
3. Associate Professor
4. Professor

B. The criteria for advancement (or initial placement) among the levels of faculty rank are:

1. Instructor: Minimum Qualification Requirements;
2. Assistant Professor: Minimum Qualification Requirements and 21 Professional Development Credits and five years equivalent experience;
3. Associate Professor: Minimum Qualification Requirements and 39 Professional Development Credits and nine years equivalent experience;
4. Professor: Minimum Qualification Requirements and 57 Professional Development Credits and thirteen years equivalent experience.
III. Policy Provisions

A. Professional Development Credit reflects participation in structured educational activities or directly related career experiences that are a part of the faculty evaluation and professional development program. In order to be eligible for Professional Development Credit, an activity, including course-work, must be related to the teaching assignment and must be approved in advance.

B. At least 50 percent of the Professional Development Credits required to advance to a higher level must be earned through approved college credit course work.

C. The following equal one year of equivalent experience:

1. One year of teaching at Midland College; or
2. One and one-half years of full-time or three years of part-time related career experience; or
3. Two years of Midland College non-teaching employment, related non-college teaching, or part-time college teaching.

D. Recommendations for awarding faculty rank will be made through the administrative lines of responsibility up to the President for approval by the Board of Trustees.

E. Exceptions may be made by the President with the approval of the Board of Trustees.

F. Faculty members shall not lose their rank as a result of assignment to a different teaching area.

IV. Procedures for Awarding Professional Development Credits

A. The selection of professional growth activities is one outcome of the faculty evaluation process, and these activities are recognized for the role they play in the development of skills and knowledge that enhance the teaching-learning process. With the exception of credits earned through the faculty sabbatical program (Policy 02:01:08), Professional Development Credits are used to recognize both college credit and non-credit activities in which the faculty participate without full monetary support from the College. Accumulation of these pre-approved credits allow faculty to advance to higher levels within the faculty rank system.

1. Professional Development Credits may be earned by any full-time faculty member with prior approval of the supervising Dean.
2. Course work, work experience, summer institutes, and other studies must be related to a faculty member’s area of assignment and addressed in the annual professional development plan. The content of a course must change if it is to be repeated for Professional Development Credit.

3. Upon approval by the supervising Dean, Professional Development Credits may be granted to an employee for course work or work experiences earned prior to employment, which are in addition to the minimum qualification requirements.

4. One Professional Development Credit may be earned by:
   a. Successful completion of one (1) semester credit hour of approved course work; or
   b. Twenty-four (24) contact hours of approved non-credit professional development; or
   c. Eighty (80) hours of approved career experience.

5. Credit and non-credit course work must be approved in advance and justified in writing. Justification must include the manner in which the course relates to the faculty member’s teaching assignment. Requests regarding non-credit course work must be supported by documentation sufficient for evaluation of content, time spent, and participant involvement. Amounts of less than twenty-four hours of non-credit course work will be cumulative between academic years.

6. Career experience must be of sufficient length to warrant evaluation independent of other work assignments. Credit will be determined based on verified hours and continuity of this experience. Career experience hours will not be carried over to subsequent years. Approval will be granted for repeated career experiences only when the experiences are significantly different.

7. Requests for Professional Development Credit must be submitted and approved prior to commencement of the activity. Each request will be evaluated to verify that the experience clearly relates to the faculty member’s assignment and faculty roles and responsibilities.

8. Faculty are responsible for submitting documentation of completion of approved course work or work experience.