SUBJECT: Faculty Rank & Professional Development Credit

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.

II. Titles and Criteria

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

1. Instructor I
2. Instructor II
3. Assistant Professor I
4. Assistant Professor II
5. Associate Professor I
6. Associate Professor II
7. Professor I
8. Professor II

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

1. Instructor I: Minimum Qualification Requirements;
2. Instructor II: Minimum Qualification Requirements and 12 Professional Development Credits and three years equivalent experience;
3. Assistant Professor I: Minimum Qualification Requirements and 21 Professional Development Credits and five years equivalent experience;
4. Assistant Professor II: Minimum Qualification Requirements and 30 Professional Development Credits and seven years equivalent experience;
5. Associate Professor I: Minimum Qualification Requirements and 39 Professional Development Credits or earned Master’s and nine years equivalent experience;
6. Associate Professor II: Minimum Qualification Requirements and 48 Professional Development Credits or earned Master’s and eleven years equivalent experience;
7. Professor I: Minimum Qualification Requirements and 57 Professional

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III. Professional Development

Professional Development is the mechanism by which faculty prepare and enrich their classroom presentations and learning environment (see Policy 2:01:03) – Faculty Professional Development). The selection of professional growth activities is an outcome of the faculty evaluation process. These activities are recognized for the role they play in the development of skills and knowledge that enhance the teaching-learning process. Participation in structured educational activities or directly related career experiences as a part of the faculty evaluation and professional development program results in the attainment of Professional Development Credits (PDCs). PDCs are used to recognize both college credit and non-credit activities in which a faculty member participates without full monetary support from the College. Activities engaged through the faculty sabbatical program are excluded (Policy 02:01:08).

As progress occurs through the professional growth plan, PDCs are accrued. This accrual of PDCs facilitates advancement across the pay scale.

A. The criteria for advancement across the eight levels.

1. Instructor I: Minimum Qualification Requirements;
2. Instructor II: Minimum Qualification Requirements and 12 PDCs;
3. Assistant Professor I: Minimum Qualification Requirements and 21 PDCs;
4. Assistant Professor II: Minimum Qualification Requirements and 30 PDCs;
5. Associate Professor I: Minimum Qualification Requirements and 39 PDCs or earned Master’s;
6. Associate Professor II: Minimum Qualification Requirements and 48 PDCs or earned Master’s;
7. Professor I: Minimum Qualification Requirements and 57 PDCs or earned Doctorate;
8. Professor II: Minimum Qualification Requirements and 66 PDCs or earned Doctorate.

B. Minimum Qualification Requirements

“The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline. The institution also considers competence, effectiveness, and capacity, including, as
appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty.” (SACS 3.7.1)

C. The following equal one year of equivalent experience:

1. One year of full-time teaching at Midland College or another Institute of Higher Education; 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.

IV. Policy Provisions

A. In order to be eligible for PDC, an activity, including course-work, must be determined to be related to the twenty-seven Instructional, Professional, and Service Components enumerated in the Faculty Role and Responsibilities (Policy 02:01:01).

B. When considering initial placement in the salary level system, PDCs may be granted to new faculty for course work or work experiences earned prior to employment, which are in addition to the minimum qualification requirements, upon recommendation by the Program/Department Chair, Dean and approval by the Vice President of Instruction.

C. All PDCs earned since employment at Midland College may be used towards advancement across the salary schedule.

D. If a PDC activity is repeated, the content of that activity must have changed for it to count towards PDC accrual.

E. Faculty members do not lose their salary level as a result of assignment to a different teaching area unless the new assignment qualifies for placement at a higher level.

V. Quantifying the Professional Development Credit

Honoring the educational value accorded to the college course, the standard of measurement for the PDC is the college credit hour. The synthesis of information derived from a comprehensive examination of the subject matter as well as participation in the educational environment of higher education forms the basis for this reasoning.
Successful completion of approved college course work of one semester hour (equivalent to 16 hours of class time) equals one PDC. A typical three-hour college course would therefore accrue three PDCs. All other activities considered for accrual of PDCs are judged against this measure. Thus, 16 hours of non-credit professional development would equal one PDC.

A. Professional Development Credit

The following are examples of approved activities which may be considered for PDCs, with assigned values. This list is not exhaustive or restrictive.

1. College credit – College credit earned beyond the degree level required by the MQR will be granted professional development credit at the rate of a PDC per one semester credit hour. A maximum of six hours will be awarded for Master’s thesis hours. A maximum of 12 hours will be awarded for Doctoral dissertation hours. Completion of a doctorate within a faculty member’s primary or secondary teaching field constitutes a minimum of 66 PDC’s.

2. Activities provided by the Midland College’s Professional Faculty Development Committee (One hour of participation with summation presentation to PDC workgroup/Professional Faculty Development Committee/Division faculty = .0625 or 1/16 PDC).

3. Participation at conference (One hour of participation with summation presentation to PDC workgroup/Professional Faculty Development Committee/Division faculty = .0625 or 1/16 PDC).

4. Presentation or leadership role at conference (One hour presentation with three hours preparation time = .25 or ¼ PDC).

5. Publications:
   a. Book (original material = nine PDCs)
   b. Chapter (original material = three PDCs)
   c. Professional journal article (original material = three PDC)
   d. Non-peer reviewed article (original material = one PDC)

6. Visual/Performing Arts:
   a. Formal recital/major production (three PDCs)
   b. Performances (one PDC)
   c. Solo Art Exhibition (three PDCs)
   d. Single Art Works included in a competitive (juried) exhibition (one PDC)

7. Structured and accredited learning experience, such as CEUs (one hour of
participation with summation presentation to Professional Faculty Development Committee/Division faculty = .0625 or 1/16 PDC).

8. Individualized learning experiences, such as: planned book reading, viewing professional productions (one hour of participation with summation presentation to Professional Faculty Development Committee/Division faculty = .0625 or 1/16 PDC).

9. Approved career experience (80 hours = one PDC)

B. Definitions and Rationales

1. Book publication: The first publication of material. Edits, reworks, and new editions may be negotiated at a lesser value.

2. Conference: Conferences, workshop, and seminars are meetings of colleagues exchanging professional material. Attendance results in gathering information of value both to the attendee and fellow faculty members with whom the information is shared.

3. Formal recital: An equivalent to the college graduate recital.

4. Leadership: The active planning or coordination of a conference for professionals.

5. Preparation time: Each hour of conference presentation assumes three hours of preparation for that presentation.

6. Presentation: Scheduled part of a conference resulting in exchanging information to a gathering of professionals.

7. Summation presentation: A formal sharing of conference information with the PDC workgroup, the Midland College’s Professional Faculty Development Committee, and/or division faculty.

VI. Procedures for Awarding Professional Development Credits

A. All activities should be requested in advance with justification sufficient to allow for evaluation of content, time involved, and participant involvement to be expected. This justification should also include the manner in which the activity relates to the faculty member’s role and responsibilities.

B. Description of partial PDCs accumulated within and between academic years.
C. Each faculty member is responsible for submitting documentation of completion of approved activities for PDCs.

Documentation includes:

1. A request for a PDC activity, supported by documentation sufficient for evaluation of content, time involved, and participant involvement.

2. Confirmation of the completion of the activity as evidenced by:
   a. transcript showing grade of “C” or better for college courses;
   b. agenda, brochure, presentation notes as proof of conference leadership or visual/performing arts presentation;
   c. publication;
   d. certification of completed structured and accredited learning activity (CEU certificate, for example);
   e. notice from the Midland College’s Professional Development Committee for participation in their scheduled activity;
   f. evidence of conference participation or individualized learning experiences (verified by presentation of learned material to the PDC workgroup).

F. Once verified, the faculty member, Program/Department Chair if applicable, and supervising Dean will notate the PDCs and accrued amount. Once sufficient PDCs have been accrued, the faculty member requests the Dean’s recommendation for salary level advancement.

G. New hires will have 90 days from the hire date to submit all documentation for the awarding of PDCs earned prior to the initial hire date.

H. Recommendations for awarding salary level advancement must be submitted by May 1st of each year, to be awarded in August for the upcoming year. Requests will be made through the administrative lines of responsibility up to the Vice President of Instruction.