

# Eastern Florida State College

## Change in Rank Application

Name: \_\_\_\_\_

Current Title: \_\_\_\_\_

Campus & Office: \_\_\_\_\_

Date Hired as F-T Faculty: \_\_\_\_\_

### Degrees Awarded

Degree	Date	Institution

Select the Rank for which you are applying:

\_\_\_ Assistant Professor

\_\_\_ Associate Professor

\_\_\_ Professor

Current Rank and date awarded \_\_\_\_\_

### Instructions

The following criteria must be met for rank change:

- 1) Minimum years of service and/or education qualifications
- 2) Satisfactory performance
- 3) Significant continuing contributions to the College, Discipline, and/or Community
- 4) Ongoing professional development
- 5) Peer recommendation

To apply for rank change, complete and submit this application, along with a portfolio of evidence to the TPDC. See the current TPDC Handbook for more information.

The scoring guide to be used by the Tenure and Professional Development Committee is in the TPDC Handbook. Do not include a copy with your application.

### Guidelines for the Portfolio

- The portfolio must be in a 1" – 2" three-ring binder or submitted electronically as a .PDF with ONLY the required information necessary for Rank Change.
- The Change in Rank application should be the first artifact when preparing the portfolio.
- Plastic sleeves are acceptable only if documents do not need to be removed in order to be viewed.
- Tabs are required for separating each section—Professional Development, and two or more of the following contributions: The College, the Discipline of the Community
- All evidence must be dated after the last rank change was awarded.
- The Professional Development section must include the Employee Faculty Training Record from BANNER with any accomplishments highlighted. Mandatory professional development will not be considered.
- Order evidence in each section beginning with the most recent accomplishment.
- This is a pragmatic process—no extraneous information will be considered and can hinder the possibility of advancement.

Check the box that applies to your educational level and experience which qualifies you for a change in rank.

- Instructor:** All non-tenured, full-time faculty will hold the rank of instructor.
- Assistant Professor:** All degrees. Automatically upon award of tenure.
- Associate Professor:** Doctorate with 5 years full-time faculty experience at EFSC.
- Associate Professor:** Master's +60 with 6 years full-time faculty experience at EFSC
- Associate Professor:** Master's +30, or terminal degree, with 8 years full-time faculty experience at EFSC
- Associate Professor:** Master's degree, with 9 years full-time faculty experience at EFSC
- Professor:** Doctorate with 8 years full-time faculty experience at EFSC
- Professor:** Master's +60, with 9 years full-time faculty experience at EFSC
- Professor:** Master's +30, or terminal degree, with 10 year's full-time faculty experience at EFSC

**NOTE**

- a. All degrees and hours must be from regionally accredited institutions or their equivalents.
- b. Up to ten years prior college-level or university-level faculty experience may be substituted for EFSC faculty experience on a 2:1 ratio with every two-years prior experience substituting for one-year EFSC experience.

Submit to Human Resources for verification of minimum qualifications requirements for rank change you are requesting. Request this application be returned to you upon verification.

**Human Resources Verification**

I certify that this faculty member meets the minimum qualifications, highlighted above, required for the rank change requested.

\_\_\_\_\_  
**Human Resource Office Signature** \_\_\_\_\_  
**Date**

**Evaluations**

You must have earned a "Satisfactory" on your most recent evaluation. Submit this application to your Provost for verification of satisfactory performance. Request this application be returned to you upon verification.

**Supervising Administrator Verification**

I certify that this faculty member has earned a "Satisfactory" on their most recent evaluation.

\_\_\_\_\_  
**Supervising Administrator Signature** \_\_\_\_\_  
**Date**

### Application Checklist

Please verify that each of the following is included in this application and the associated portfolio before submitting:

- Signature from Human Resources
- Signature from Campus Provost
- Evidence of significant continuing contributions to two or more of the following: The College, the Discipline, or the Community
- Evidence of professional development
- Two peer recommendations

### Faculty Verification

I certify that to the best of my knowledge the contents of this application and portfolio are complete and accurate.

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**Faculty Signature**

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**Date**