

Change in Rank Application

Name (Printed): _____ Current Title: _____
Campus: _____ Date hired as F/T faculty: _____
Degrees awarded and dates: _____
Date tenure awarded: _____

Select the Rank for which you are applying:

- Assistant Professor
- Associate Professor
- Professor

Date current rank awarded: _____

Instructions: Per Section 11.4 of the Faculty Contract, *five 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 Tenure and Professional Development Committee.

For criteria #1, submit this application to Human Resources for minimum qualifications verification. This application must be signed and dated by Human Resources on page 2.

For criteria #2, submit this application to your campus Provost for satisfactory performance verification. This application must be signed and dated by your campus Provost on page 3. Include copies of two signed and dated Performance Enhancement Conference Summary forms in your portfolio.

For criteria #3, submit evidence of significant continuing contributions to two or more of the following: the College, the Discipline, or the Community. Evidence may include but is not limited to: (a) listings of college-wide or discipline specific committee participation along with meeting minutes, (b) letters/certificates of recognition, presentation abstracts from conference programs, (c) full MLA or APA references of professional publications, (d) listing of professional memberships and activities, or (e) abstracts of grants submitted or awarded.

For criteria #4, submit certificates of completion, unofficial transcripts with explanation of what courses you took, agendas from conferences you attended, or a copy of your BCC training record limited to the time interval of this application.

For criteria #5, include two peer (may be inter-disciplinary) recommendations.

The scoring guide to be used by the Tenure and Professional Development Committee is provided on page 4. Do not include a copy with your application.

1. Highlight the box on this chart that applies to your educational level and experience which qualifies you for a change in rank.

INSTRUCTOR	ASSISTANT PROFESSOR	ASSOCIATE PROFESSOR	PROFESSOR
All non-tenured, full-time faculty will hold the rank of Instructor.	Doctorate, upon award of tenure.	Doctorate with 5 years full-time faculty experience at BCC.	Doctorate with 8 years full-time faculty experience at BCC.
	Master's +60, award of tenure, and 4 years full-time faculty experience at BCC.	Master's +60 with 6 years full-time faculty experience at BCC.	Master's +60, with 9 years full-time faculty experience at BCC.
	Master's +30, or terminal degree, award of tenure, and 5 years full-time faculty experience at BCC.	Master's +30, or terminal degree, with 8 years full-time faculty experience at BCC.	Master's +30, or terminal degree, with 10 years full-time faculty experience at BCC.
	Master's degree, award of tenure, and 6 or more years full-time faculty experience at BCC.	Master's degree, with 9 years full-time faculty experience at BCC.	
	Bachelor's degree, award of tenure, and 8 or more years full-time faculty experience at BCC.		

- 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 BCC faculty experience on a 2:1 ratio with every two-years prior experience substituting for one year BCC 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 Officer Signature: _____ Date: _____

- Evaluations – You must have earned a “Satisfactory” or better on at least two evaluations in the previous five years, with a “Satisfactory” or better on the most recent evaluation. Submit this application to your Provost for verification of satisfactory performance. Request this application be returned to you upon verification.

PROVOST VERIFICATION:

I certify that this faculty member has earned a “Satisfactory” or better on at least two evaluations in the previous five years with a “Satisfactory” or better on the most recent evaluation.

Provost 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
- Copies of two signed and dated Performance Enhancement Conference Summary forms
- 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.

Faculty Signature: _____ Date: _____