

APPENDIX R—Change in Rank Application

Name (printed):

Current Title:

Campus:

Date Hired as F-T Faculty:

Degrees Awarded and Dates:

Select the Rank for which you are applying:

Assistant
Professor

Associate
Professor

Professor

Date of current rank awarded:

Date of tenure or last range change awarded:

Instructions

Per Article 11 of the CBA, *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 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 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.

- 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 EFSC	Doctorate with 8 years full-time faculty experience at EFSC
	Master's +60, award of tenure, and 4-5 years full-time faculty experience at EFSC	Master's +60 with 6 years full-time faculty experience at EFSC	Master's +60, with 9 years full-time faculty experience at EFSC
	Master's +30, or terminal degree, award of tenure, and 5-6 years full-time faculty experience at EFSC	Master's +30, or terminal degree, with 8 years full-time faculty experience at EFSC	Master's +30, or terminal degree, with 10 years' full-time faculty experience at EFSC
	Master's degree, award of tenure, and 6 or more years' full-time faculty experience at EFSC	Master's degree, with 9 years' full-time faculty experience at EFSC	
	Bachelor's degree, award of tenure, and 8 or more years' full-time faculty experience at EFSC		

NOTE:

- All degrees and hours must be from regionally accredited institutions or their equivalents.
- 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" or better on at least one (1) 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 one (1) 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 one signed and dated Performance Enhancement Conference Summary form

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