

Chapter Name:	<b>Personnel Policies</b>	<b>Policy 2-17</b>
Policy Title:	<b>Faculty Titles</b>	
Date Approved:	10/94	
Date Revised:	02/03, 04/09, 02/13, 06/17	<b>Page 1 of 2</b>

**2-17 Faculty Titles**

Faculty titles include: Instructor, Assistant Professor, Associate Professor, and Professor.

Titles are not considered in determining employment, contracts, duties, salaries, etc.

**A. Initial Appointment**

When faculty are hired, an initial appointment of faculty title is made by the Director of Human Resources, based upon the Criteria for Determining Faculty Titles (*see table next page*).

**B. Promotions**

When a faculty member has worked at the college for one year as a full-time instructor and has achieved the criteria for the next faculty title (*see table next page*), the faculty member may complete a Request for Promotion, which shall be signed by the appropriate supervisor, and forwarded to the Faculty Title Review Committee by the end of the second week of the spring semester. The Faculty Title Review Committee, an ad hoc committee, is composed of five representatives from the vocational, technical, and transfer areas to be chosen by the Executive Committee of the Faculty Senate. Membership for voting members will rotate.

The committee's recommendation shall be sent to the Vice President of Learning for final approval. Once approved, the Request for Promotion will be forwarded to the Director of Human Resources. Approved promotions become effective the following fall semester.

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***C. Criteria for Determining Faculty Titles***

RANK	INITIAL APPOINTMENT	PROMOTION
Instructor	Minimum Southern Association of Colleges and Schools (SACS) requirements.	N/A
Assistant Professor	Minimum SACS requirements. Documentation of excellence in teaching. 2 yrs. teaching experience at an accredited college or university. Approval by the Vice President of Learning	Minimum SACS requirements. Documentation of excellence in teaching and service to College of The Albemarle. 2 yrs. teaching experience at an accredited college or university, with one being full-time at COA. Approval by Faculty Title Review committee.
Associate Professor	Minimum SACS requirements. Documentation of excellence in teaching. 8 yrs. teaching experience at an accredited college or university. Approval by the Vice President of Learning	Minimum SACS requirements. Documentation of excellence in teaching and service to College of The Albemarle. 8 yrs. teaching experience at an accredited college or university, with one being full-time at COA. Approval by Faculty Title Review committee.
Professor	N/A	A terminal degree from an accredited institution of higher education such as, the Ed.D. Ph.D., or D.N.P  Documentation of excellence in teaching, service to College of The Albemarle and the integration of knowledge to multiple disciplines.  14 yrs. teaching experience at an accredited college or university, with one being full-time at COA.  Approval by Faculty Title Review committee.