

College of The Albemarle Procedure

Procedure Number: 3.1.3.4

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Title: Faculty Titles

Related Policy: Policy 3.1.3 Employment Classifications and Working Hours

Division of Responsibility: Human Resources

Faculty Titles

Faculty titles include instructor, assistant professor, associate professor, and professor. Titles are not considered in determining employment, contracts, duties, salaries, etc.

Faculty may have the additional title of Lead Instructor in content areas or disciplines to provide subject-matter expertise.

A. Initial Appointment

When faculty are hired, an initial appointment of faculty title shall be Instructor.

B. Title Change

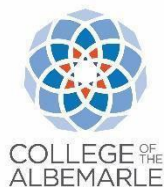
When a faculty member has worked at the college for one year as a full-time instructor, has completed the probationary period and has achieved the criteria for the next faculty title (*see table next page*), the faculty member may complete a Request for Title Change with appropriate signatures (DocuSign form). The form shall be sent to the Chair of the Faculty Title Review Committee February 1. This is an ad hoc committee, composed of four representatives, one from each academic division to be chosen by the Faculty Senate Executive Committee. 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 Title Change will be forwarded to the director of human resources; new titles shall become effective the following fall semester. The Human Resources Department will notify the college via email announcement of title changes at the start of each fiscal year.

C. Criteria for Determining Faculty Titles

Title	Initial Appointment
Instructor	<ul style="list-style-type: none">• Minimum institutional accrediting agency guidelines are met.

Title	Title Change Requirements
Assistant Professor	<ul style="list-style-type: none">• Minimum institutional accrediting agency guidelines are met.• Earns "meets expectations" or above on most recent annual evaluation



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	<ul style="list-style-type: none"> • Documentation of excellence in teaching and service to College of The Albemarle. • 2 years teaching experience at an accredited college or university, one year full time at COA. • Approval by the Faculty Title Review committee.
Associate Professor	<ul style="list-style-type: none"> • Minimum institutional accrediting agency guidelines are met. • Earns “meets expectations” or above on most recent annual evaluation • Documentation of excellence in teaching, service to College of The Albemarle and the integration of knowledge to multiple disciplines. • 8 years teaching experience at an accredited college or university, two years full time at COA. • Approval by the Faculty Title Review committee.
Professor	<ul style="list-style-type: none"> • A terminal degree from an regionally accredited institution of higher education such as the Ed.D. or Ph.D. • Earns “meets expectations” or above on most recent annual evaluation • Documentation of excellence in teaching, service to College of The Albemarle and the integration of knowledge to multiple disciplines. • Documentation of research, publishing, or presenting at the state or national level in the discipline. • 14 years teaching experience at an accredited college or university, three years full time at COA. • Approval by the Faculty Title Review committee.

June 13, 2023

June 25, 2025

June 25, 2025

Date Approved by President’s Leadership Team

Date of Last Review

Date of Last Revision