

## MANUAL OF POLICY

<b>Title</b>	<b>Academic Classification for Faculty</b>	<b>3813</b>
<b>Legal Authority</b>	<b>Approval of the Board of Trustees</b>	<b>Page 1 of 4</b>
<b>Date Approved by Board</b>	<b>Board Minute Order dated November 17, 2005 As Amended by Board Minute Order Dated February 23, 2016 As Amended by Board Minute Order Dated June 27, 2017</b>	

South Texas College is committed to serving the students and communities of south Texas by recruiting and retaining faculty who are committed to academic excellence, integrity, and scholarship.

The college grants four titles to convey faculty classification to active faculty members. In ascending order these are:

1. Instructor
2. Assistant Professor
3. Associate Professor
4. (Full) Professor\*

Criteria for the designation of academic classification for faculty shall include: Education, Years of Service, Teaching Effectiveness, Service to College, Service to Community, Professional Activities, and Scholarly Pursuit.

General definitions for criteria include, but are not limited to the following:

- Education: Degrees completed through a regionally accredited institution.
- Years of Service: Length of employment as a full time regular faculty member at a regionally accredited institution of higher education as determined by the STC Office of Human Resources.
- Department/Program Standards: Leadership or active participation in the strategic plan of the department or program.
- Teaching Effectiveness: Successful student learning outcomes in relation to the academic discipline.
- Service to College: Leadership or active participation in projects related to the Vision and Mission of the College.
- Service to Community: Leadership or active participation on external initiatives or projects positively impacting the region of south Texas.
- Professional Activities: Leadership or active participation in professional development conferences, seminars or workshops that enhance the contribution to the students and communities of the College.
- Scholarly Pursuit: Leadership or active participation in regional, state or national councils, committees, task forces, accrediting/licensing/registry agencies or through the presentation of proposals, abstracts, or papers in journals or publications.

\* As “Professor” is often used colloquially to refer to any ranked faculty member, the title of “(Full) Professor” designates the highest academic classification that the college bestows on a faculty member.

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Faculty Classifications:

Instructor

Full-time regular faculty prior to classification eligibility and selection.

Assistant Professor

Minimum Eligibility includes: Educational requirement, years of service, compliance with departmental/program standards and leadership/participation in criteria for Assistant Professor.

Education	Minimum Years of Service	Criteria Documentation (Portfolio) in Teaching Effectiveness and one of the three categories.
Doctorate or Master's Degree	2	<ul style="list-style-type: none"><li>• Service to College</li><li>• Service to Community</li><li>• Professional Activity</li></ul>
Baccalaureate Degree	3	
Associate Degree	4	

Associate Professor

Minimum Eligibility includes: Educational requirement, years of service, minimum one year of service since being awarded classification of Assistant Professor, compliance with departmental/program standards and leadership/participation in criteria for Associate Professor.

Education	Minimum Years of Service	Criteria Documentation (Portfolio) in Teaching Effectiveness and one of the four categories.
Doctorate Degree	5	<ul style="list-style-type: none"><li>• Service to College</li><li>• Service to Community</li><li>• Professional Activity</li><li>• Scholarly Pursuit</li></ul>
Master's Degree	10	

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(Full) Professor:

Minimum Eligibility includes: Educational requirement, years of service, minimum two years of service since being awarded classification of Associate Professor, leadership with departmental/program standards and leadership in criteria for (Full) Professor.

Education	Minimum Years of Service	Criteria Documentation (Portfolio) in Teaching Effectiveness and two of the four categories.
Doctorate Degree	10	<ul style="list-style-type: none"> <li>• Service to College</li> <li>• Service to Community</li> <li>• Professional Activity</li> <li>• Scholarly Pursuit</li> </ul>

Faculty currently employed with STC, during the initial implementation may apply for the highest eligible classification.

Faculty with full time regular teaching experience at other regionally accredited colleges or universities will be credited with two years for every three years towards the years of service requirement for academic classification, with a maximum of eight years upon employment with STC.

A faculty member may be hired at the classification of Assistant Professor or Associate Professor under the following conditions:

1. Meets the educational requirement.
2. Meets the following years of service.
  - a. For Assistant Professor, a minimum of four (4) years as a full time regular faculty member from a regionally accredited institution of higher education.
  - b. For Associate Professor, a minimum of eight (8) years as a full time regular faculty member from a regionally accredited institution of higher education.
3. Complies with the criteria of teaching effectiveness and additional categories for the appropriate level by providing support documentation.
4. Receives departmental recommendation.
5. The search committee must submit a recommendation to the Department/Program Chair for consideration. The Department/Program chair will route a recommendation to the Academic Classification Committee, who will provide a recommendation to the Vice President for Academic Affairs for final approval.

No credit will be awarded for part-time college or full- or part-time elementary or secondary school teaching experience.

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Academic classifications are not used for salary placement or salary determination. This policy does not negate Policy 4115 (Personnel Appointments) or Policies 4911 (Disciplinary Documentation Procedures for Non-Annual Employees and Non-Renewal of Annual Employees) or 4921 (Termination of Annual Employees During the Term of Their Letter of Appointment).

Expectations for faculty with Academic Classification will include leadership with achieving departmental/program goals, leadership/participation in criteria for the respective classification, and compliance with Board approved policies.

The evaluation of faculty with Academic Classification will include faculty evaluations by department/program Chair or respective Division Dean and student evaluations.

### Emeritus Status:

The additional classification of Professor Emeritus may be granted, according to established procedures, to a faculty member who has been awarded academic classification (Assistant Professor, Associate Professor or Full Professor) by the College-wide Academic Classification Committee (CWACC) one semester prior to, but no later than one semester after his or her retirement. The emeritus status is limited however. In any given year, the number of emeritus awards to eligible retiring faculty or recently retired faculty shall not exceed one percent (1%) of the number of full-time regular faculty on record for the Spring semester of the academic year in which any retiring or retired candidate is nominated for Professor Emeritus classification.