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The Academic Senate of Los Angeles City College

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ACADEMIC RANK POLICY FOR THE LOS ANGELES CITY COLLEGE
Revised May 5, 2005

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A. Background. Los Angeles City College is adopting its own revised Academic Rank Policy. The Plan of Academic Rank for the Los Angeles City College Academic Senate is modeled on the 1986 revision of the Los Angeles Community College District policy, but updated to reflect the current reality of hiring and tenure. Furthermore, there is some discussion about strengthening the criteria for advancement to Professor. Such criteria have not been fully developed at this time, so this revision to the Academic Rank Policy maintains the current procedure for advancement to Professor as described in the 1986 revision and again in this revision.

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B. Purpose of the Plan. Establishment of academic rank provides increased status, greater community prestige, and improvement in personal welfare of the faculty.

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Titles lend prestige in the publication of textbooks and other educational material.

Titles identify two-year college faculty more closely with the other segments of higher education as designated in the Master Plan of Higher Education in California.

National scholarships and invitations for assignments in other colleges, and universities are enhanced by titles.

C. General Criteria for Academic Rank.

1. The academic rank of Assistant Professor, of Associate Professor, of Professor, and of Professor Emeritus and accompanying title shall be granted in a subject area or service area such that the rank and the title shall read:

John Doe, Assistant Professor of French, or
John Doe, Associate Professor of French, or
John Doe, Professor of French, or upon retirement
John Doe, Professor Emeritus of French.

2. Except in the subject areas covered by C6 below, the subject area in which the title is granted must be one in which there is a sequence of courses offered in the curriculum of Los Angeles City College, and the subject must be from the list of subjects in the current Directory of Educational Programs (DEPC).

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3. The ranks of Assistant and Associate Professor will be automatically be granted in a single discipline (see C2 above) according to D2 and D3 below. The faculty member must apply for rank of Professor as outlined in D4 below.
 4. Faculty members holding rank in accordance with the above may request a change in subject or service area title at such time as they are qualified under (3).
 5. Faculty serving in Administrative and Supervisory capacities may retain such rank as has been conferred upon them during their tenure in the classroom.
 6. Faculty members whose assigned function is to work in an educational capacity outside of the conventional classroom shall be granted academic rank in the area of their credential subject or in the area of their professional service. Such members include, but shall not be limited to, counselors, librarians, media specialists, school nurses and college physicians of students' health service.
 7. The academic rank of Lecturer, Adjunct Assistant Professor, and of Adjunct Associate Professor shall be granted to part-time faculty as outlined in D1 below in a subject area or service area such that the rank and the title shall read:

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John Doe, Lecturer of French or
John Doe, Adjunct Assistant Professor of French, or
John Doe, Adjunct Associate Professor of French

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D. The Plan. The plan as outlined below involves no additional expense to Los Angeles City College. It is in no way attached to salary, nor is it to become a merit plan for salary increase. Academic rank is related to length of professional service rendered, irrespective of subject or service area at Los Angeles City College.

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1. Lecturer. Any adjunct faculty member shall be granted the title of Lecturer. This shall apply to hourly faculty, limited contract faculty, and long-term substitute faculty.
 2. Assistant Professor. Any faculty member hired as a probationary instructor shall be automatically granted the rank of Assistant Professor by the Academic Senate.

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Adjunct Assistant Professor. Any adjunct faculty as described in D1 may apply for the rank of Adjunct Assistant Professor upon entering the fifth semester of instruction by filing an application for the rank. The application for advancement in rank to Adjunct Assistant Professor shall be submitted to the Committee on Academic Rank.

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3. Associate Professor. Upon officially being granted tenure by the Board of Trustees, Assistant Professors shall be automatically granted the rank of Associate Professor by the Academic Senate.

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91 Adjunct Associate Professor. Upon entering the 12th semester of service, any
92 adjunct faculty member may be granted the rank of Adjunct Associate Professor
93 by filing an application for the rank. The application for advancement in rank to
94 Adjunct Associate Professor shall be submitted to the Committee on Academic
95 Rank.
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97 4. Professor. An Associate Professor member may make application for the rank of
98 professor upon fulfillment of a and one of b, c, or d below.
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100 a. Five (5) years of full-time service as an Associate Professor.
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102 b. One of the following: Sixty (60) units of college or university credit beyond
103 a 120 unit bachelor's degree; professional certification by the State of
104 California for persons holding a bachelor's degree; an earned doctorate.
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106 c. National or international eminence or significant community service.
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108 d. A teacher of a vocational subject may make application for the rank of
109 Professor of Vocational _____, upon fulfillment of (a) above, and the
110 presentation of ninety (90) points.

111 5. The application for advancement in rank to Professor shall be submitted to the
112 Committee on Academic Rank. The committee shall follow the rules as specified
113 in this document and in 7(c) below and in accordance with the intent of the
114 College faculty. The committee shall forward its recommendations for Professor
115 to the Academic Senate for approval. The ranks of Assistant Professor and
116 Associate Professor are granted automatically by the Academic Senate as stated
117 in D2 and D3 above and thus do not require committee action.
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119 a. A favorable vote of the Academic Senate will result in the notification of the
120 action to the President of the college. The President will notify the individual
121 of the change in rank for inclusion in the records of the college, including all
122 publications and publicity emanating from the college. A copy of the notice
123 will be forwarded to the personnel division of the District for insertion in the
124 faculty member's personnel record's folder.
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126 b. An unfavorable decision by the committee may be brought to the attention of
127 an appeal committee, composed of one person selected by the candidate, one
128 person selected by the Committee on Academic Rank of the college, and
129 three persons elected by the Faculty of the college, and three persons elected
130 by the Academic Senate of the College. An unfavorable decision by this
131 appeal committee shall be considered as a final appeal. An applicant so
132 denied advancement in rank may reapply not earlier than one year from the
133 date of the original application.
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6. If a faculty member with academic rank transfers to Los Angeles City College from another college within the District, that rank will be honored. A faculty member who joins Los Angeles City College in a full-time professional services capacity, and who held academic rank in a previous teaching position outside of the Los Angeles Community College District, shall qualify for the appropriate rank as specified in Section (D), subject to verification by the previous educational institution.
7. In the assignment of academic rank, it will be the policy of the Los Angeles City College Academic Senate to require compliance with the criteria and procedures in the awarding of academic rank of Professor:
 - a. There shall be established by the Academic Senate an Academic Rank Committee whose duty it shall be to serve on a panel to consider applications for advancement in rank to Professor. The procedure for choosing the committee shall be determined by the Academic Senate. The Academic Rank committee shall draft bylaws and choose a chairperson according to its bylaws.
 - b. This committee shall meet with the Chair of the division or the department, or the Chair's representative, in the department of individual making application, who shall sit with the committee, but shall not vote.
 - c. To arrive at a recommendation, the committee will use the criteria listed in section (D), item (4). Additional criteria, if any, for advancement in rank to Professor may be amended to this policy at a later date by the Academic Senate.
8. This plan is to go into full effect upon ratification by the Academic Senate of Los Angeles City College.
9. Faculty employed in at Los Angeles City College who are not currently Professors at the time of adoption of this plan shall be automatically granted the rank of Assistant Professor or Associate Professor according to tenure status. All tenured faculty who are currently without rank, with rank of Assistant Professor, or with rank of Associate Professor shall be granted the rank of Associate Professor effective the date tenure was granted. Faculty tenured for 5 or more years may immediately apply for Professor. No rank shall be lowered as a consequence of these changed rules.
10. Upon retirement, faculty members with the rank of Professor may be automatically granted the highest rank held, Professor Emeritus. Only retired faculty with the rank of Professor qualify for the rank of Professor Emeritus.
11. The Academic Senate has the authority to create additional levels of academic rank as it deems necessary.