

PROFESSIONAL DEVELOPMENT PLAN

All B and C personnel are required to submit professional development plans in consultation with their respective supervisor. All D personnel are required to submit professional development plans in consultation with their Campus Associate Dean. Professional development plans are optional for E and H personnel. (*See Appendix G for Professional Development Form for Faculty and Appendix H for Professional Development Form for B, C1, C2, C3, E and H Personnel*)

FACULTY RANK INCREASES

Faculty seeking a salary rank increase must submit a completed Faculty Rank Increase Certification Form (*Appendix I*). Faculty rank increase is usually granted upon completion of additional graduate coursework and/or graduate degrees as well as addition certifications of technical excellence. Faculty Rank Increase Certifications are reviewed by the appropriate Collegewide Associate Dean and approved by the President upon recommendation of the Dean of Instruction and Student Services.

An instructor who seeks to advance in rank that required an additional academic degree must provide a course of study with appropriate college/university advisor signature(s) along with the Faculty Rank Increase Certification. This process should be initiated with the Campus Associate Dean and approved by the appropriate College-wide Associate Dean, the Dean of Instruction and Student Services, and the President. This course of study must lead to the appropriate in-field requirements and degree required to advance to the next highest rank. A college/university advisor, in conjunction with the employee, may change the course of study, but the changes must lead to the same degree or in-field requirements with the same major to allow the instructor to advance to the appropriate higher rank. A course of study for obtaining a degree is defined as a complete list of all courses required by the college/ university granting the degree. A course of study for in-field requirements is defined as a list of appropriate courses that meet the in-field requirement options as outlined in State Board Policy 605.02. If the rank change does not require the completion of an additional degree, a plan of study must be attached with a list of courses approved by the Campus Associate Dean, the College-wide Associate and the Dean of Instruction and Student Services that will allow the instructor to attain the rank increase.

The Faculty Rank Increase Certification form must be updated on an annual basis indicating progress and seeking approval for course of study changes. All approved rank increases must be completed within the time frame as indicated on the form or must be submitted for re-approval. Instructor rank may change only at the beginning of the contract year, with appropriate documentation. Instructors cannot change rank during the academic year. The College will maintain the instructors' Faculty Rank Increase Certification in individual faculty files. An approved Faculty Rank Increase Certification will be the only means by which an instructor can advance in rank. Instructors must meet the credential standards as stated in State Board Policy 605.02 to advance in rank.