

## BEVILL STATE COMMUNITY COLLEGE Faculty Rank Increase Certification Form

FAYETTE _____	NAME _____
HAMILTON _____	CURRENT RANK _____
JASPER _____	PROPOSED RANK _____
SUMITON _____	DISCIPLINE(S) _____
OTHER _____	PROPOSED YEAR OF RANK INCREASE _____

**The President of the College approves ALL Rank Increases. An instructor who seeks to advance in rank that will require an additional degree must attach a course of study with appropriate college/university advisor signature(s) with this form.** 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 requirement or degree required to advance to the next highest rank. If the rank change requires an additional degree, 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. If the rank change does not require an additional degree, a list of course to be completed must be submitted for approval. 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.

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 by the Collegewide Associate Dean below 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.

INSTRUCTOR SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

REVIEWED BY \_\_\_\_\_ DATE: \_\_\_\_\_  
Campus Associate Dean

COURSE OF STUDY APPROVED BY \_\_\_\_\_ DATE: \_\_\_\_\_  
College-Wide Associate Dean

DATE TO BE COMPLETED BY \_\_\_\_\_ OR MUST BE SUBMITTED FOR RE-APPROVAL.

If not approved, state reason and return to requestor. \_\_\_\_\_

APPROVED BY \_\_\_\_\_ DATE: \_\_\_\_\_  
Dean of Instruction and Student Services

If not approved, state reason and return to requestor. \_\_\_\_\_

RANK INCREASE APPROVED BY \_\_\_\_\_ DATE: \_\_\_\_\_  
President

If not approved, state reason and return to requestor. \_\_\_\_\_