

Guidelines for Initial Rank

- a. Lecturer: Defined as temporary/part-time
- b. Instructor: Defined as full-time/permanent
Bachelor's Degree preferred
- c. Assistant Professor: Defined as full-time/permanent
Minimum of bachelor's degree - Master's preferred
Minimum of three years teaching experience at DCB
- d. Associate Professor: Defined as full-time/permanent
Minimum of master's degree in a related field
Minimum of six years teaching experience at DCB or
awarding of tenure
- e. Professor: Defined as full-time/permanent
Minimum of master's degree in related field
Minimum of 12 years teaching experience at DCB

Guidelines for Promotion

- a. In order to be recommended for promotion, the applicant must, in addition to meeting the minimal criteria for consideration, provide evidence of quality teaching, scholarship, and service to the college and the community.
- b. If a new employee enters the institution at a higher rank than lecturer, as determined by the Campus Dean, those number of years of minimum teaching experience at DCB will be waived for all future promotions.

Criteria for Promotion

- a. Evidence of effective teaching, e.g., results of student evaluations, supervisor's evaluation, innovation in offering new courses, or modification of existing courses, assessment activities
- b. Evidence of professional growth, e.g., professional organizations and activities, workshops attended and given, works published



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- c. Evidence of contributions to student growth and development, e.g., advising students, advising and contributions to student clubs and organizations
- d. Evidence of college and community service, e.g., activities and volunteer efforts which result in positive publicity and recognition for the faculty member and the college

Promotion Process

- a. The applicant shall submit an application letter for promotion consideration, including a promotion packet of supporting materials to the Promotion and Ranking Committee by January 15.
- b. The committee will then recommend or not recommend the candidate for a promotion to the Campus Dean and inform the candidate in writing of its recommendation.
- c. In case of unsatisfactory determination by the committee, the candidate shall have the right to request an appearance before the committee to speak on his/her behalf for reconsideration.