

Navarro College Faculty Rank System:

Faculty rank to be determined by meeting one of the following three statuses.

Professor:

- Current appointment to full-time faculty position at Navarro College
- At least five years of Navarro College qualified experience (adjunct at Navarro experience at a rate of 10 courses taught equal one year)
- Degree appropriate for your position plus post-degree experience that meets the following:
 - o Doctorate+ 5 years of related experience
 - or
 - o Master's + 9 years of related experience and one of the following:
 1. 9 credit hours of postgraduate work beyond the Master's degree
 - or
 2. Other professional development activities commensurate with the time and effort ordinarily associated with completion of at least 9 credit hours of postgraduate work (3 @48 hours= 144 hours). See guidelines for calculating hours. Documentation of the experience must be submitted to Human Resources.

Associate Professor:

- Current appointment to full-time faculty position at Navarro College
- One of the following earned degrees:
 1. Master's degree
 2. Doctorate

Or

Degree/license/certificate appropriate for your position and experience that meets one of the following:

1. Professional License/Certification+ 17 years of related experience+ 4 years at Navarro
2. Bachelors + 13 years of related experience + 4 years at Navarro

Assistant Professor:

- Current appointment to full-time faculty position at Navarro College and one of the following:
 - o Bachelor's degree
 - or
 - o License/certificate appropriate for your position

The guidelines:

- o 9 postgraduate credit hours is equivalent to 3 courses at 48 contact hours each for a total of 144 contact hours.
- o Any equivalent combination of postgraduate hours and professional development activities below can be used to meet this requirement under the assumption that each completed postgraduate course is equivalent to 48 contact hours of professional development.
- o May calculate professional development equivalent to the required 9 credit hours from the time hired at Navarro College.
- o Professional development activities which may be included:
 - 1 hour credit per contact hour for attending training on campus (example: LMS training, etc. Workshops attended during faculty convocation may be included if they were designed to enhance knowledge or skills, but hours spent in general meetings which occur during convocation are not included.).
 - 2 hours credit per contact hour for attending professional conference/training activities (example: state, regional or national conference).
 - 10 hours credit for each professional conference presentation at a regional, state, or national conference.
 - 4 credit hours per contact hour for presenting on-campus workshop/professional development activities. (These workshops must be scheduled and approved by the Vice President of Academic Affairs.
 - 1 hour credit per contact hour for independent study to acquire additional knowledge/skills/abilities related to your professional responsibilities and other unique opportunities with a maximum of 6 hours annually for independent study. (Must be relevant to your teaching assignment and requires preapproval of the appropriate Dean.)

The process:

1. Download the Faculty Rank Packet
2. Completely fill out the packet and attach all documentation
3. Submit the packet to the Human Resources Office
4. Human Resources will evaluate the information provided
5. FAEC will review and submit back to HR their decision
6. Human Resources will notify the faculty member of the decision made

Example #1

Associate Professor Navarro – Has been teaching for 10 years.

EDUCATION CREDITS

Master's degree

One course post graduate work - One class (3-hour course) = **48 hours earned**
144 total hours required
(Needs 96 additional hours of PD)

PROFESSIONAL DEVELOPMENT CREDITS

Navarro College Professional Development (1 hour session - attendee)	1-hour credit
Navarro College Professional Development (Presenter – 1 hour session)	4-hour credit
Attended state conference – related to field (six 1-hour sessions – 2-hour credit each - attendee)	12-hour credit
Out-of-state conference (Presenter - 1 hour session)	<u>10-hour credit</u>

TOTAL PD hours earned

27 total hours earned

(48 Education hours + 27 PD hours)

75 Total hours earned

144-75 = 69

69 additional hours required
(Can be earned through
additional PD or additional
course work)

Associate Professor Navarro needs more credits before applying for Professor Status.

Example #2

Associate Professor Beauregard – Has been teaching for 12 years.

EDUCATION CREDITS

Master's degree

Two courses post graduate work – 2 courses (3-hour each) = **96 hours earned**

144 total hours required

(Needs 48 additional hours of PD)

PROFESSIONAL DEVELOPMENT CREDITS

Navarro College Professional Development 1-hour credit
(1 hour session - attendee)

Navarro College Professional Development 8-hour credit
(Presenter – 2-hour session)

Attended state conference – related to field 12-hour credit
(six 1-hour sessions – 2-hour credit each - attendee)

Out-of-state conference 30-hour credit
(Presenter – 3-hour session)

TOTAL PD hours earned **51 total hours earned**

(144 Education hours + 51 PD hours)

195 Total hours earned!

Associate Professor Beauregard is qualified for Professor Status! Apply Now!

Faculty Rank Request**Name:****Current Rank:**

Please circle the rank and option under the rank you have now earned. Please attach copies of documentation for graduate hours and/or equivalent professional development.

Professor

Option A - criteria

- 1 Master's Degree
 - 2 9 years professional experience
 - 3 9 Post-graduate hours
 - 4 5 years at Navarro College
- or

Option B- criteria

- 1 Doctoral Degree
 - 2 5 years professional experience
 - 3 5 years at Navarro College
- or

Option C- criteria

- 1 Combination of Post-graduate hours and professional development equaling 144 hours

Associate Professor

Option A - criteria

- 1 Master's Degree
 - 2 Without 9 years professional experience
 - 3 Without 9 Post-graduate hours or equivalent
 - 4 Without 5 years at Navarro College
- or

Option B- criteria

- 1 Doctoral Degree
 - 2 Without 5 years professional experience
 - 3 Without 5 years at Navarro College
- or

Option C - criteria

- 1 Bachelor's Degree
 - 2 13 years professional experience
- or

Option D – criteria

- 1 Professional Certification/License w/ less than a Bachelor's Degree
- 2 17 years professional experience

Assistant Professor

Option A - criteria

- 1 Bachelor's Degree
 - 2 Without 13 years professional experience
- or

Option B- criteria

- 1 Professional Certification/License w/ less than a Bachelor's Degree
- 2 Without 17 years professional experience