Date: November 6, 2008

To: Barry Good, Dean, College of Technology
Josef Crepeau, Level IV, Applied Arts and Sciences, COT

From: Royce C. Engstrom, Provost and Vice President for Academic Affairs

Subject: Rank

I write with the objective of bringing to a close our discussion regarding professorial rank in the College of Technology. Pursuant to the most recent contract negotiation, the University agreed to put in place a system of professorial rank for the instructional staff at the COT. You submitted a proposal in this regard, and I would like to move forward to implement a new system that is based upon your proposal. This memo will describe the minimum criteria for the various ranks for faculty members in the academic disciplines within the COT and for faculty members in the technical areas. Furthermore, I propose a procedure and timeline for assigning rank to the individual members of the COT faculty.

**Minimum Criteria for Academic Faculty** (those in Applied Arts and Sciences, Applied Computing and Electronics, Business Technology, Health Professions):

Instructor: Master’s degree in an appropriate discipline or Bachelor’s degree in an appropriate discipline and two years outstanding documented professional experience.

Assistant Professor: Master’s degree in an appropriate discipline.

Associate Professor: Earned doctorate or other appropriate terminal degree, or Master’s degree in an appropriate discipline plus 15 semester credit hours of graduate work in a discipline appropriate to area of responsibility. Candidates for this rank must have completed at least four years in the rank of Assistant Professor at the time of application. Candidates must have a demonstrated record of excellence in teaching and professional service, and have a record of scholarly activity as required in the unit’s approved Unit Standards.

Professor: Earned doctorate or appropriate terminal degree, or a second master’s degree in a discipline relevant to area of responsibility. Candidates for this rank must have completed at least four years at the rank of Associate Professor at the time of application. Candidates must have a demonstrated record of excellence in teaching and professional service, and have a record of scholarly activity with significant impact beyond the University as defined by Unit Standards.

**Minimum Criteria for Other Faculty** (Industrial Technology, Culinary Arts, Food Service Management):
Instructor: Master’s degree in an appropriate discipline or Bachelor’s degree in an appropriate discipline and two years outstanding documented professional experience. With approval of the Dean and Provost, an Associate’s degree combined with appropriate professional experience may be substituted.
Assistant Professor: Master’s degree in an appropriate discipline or Bachelor’s degree with five years of professional experience.

Associate Professor: Earned doctorate or other appropriate terminal degree, or Master’s degree in an appropriate discipline plus graduate-level credentials/certificates amounting to 15 semester credit hours of graduate work in a discipline appropriate to the area of responsibility. Candidates for this rank must have completed at least four years in the rank of Assistant Professor at the time of application. Candidates must have a demonstrated record of excellence in teaching and professional service, and have a record of scholarly activity as required in the unit’s approved Unit Standards.

Professor: Earned doctorate or appropriate terminal degree, or a second master’s degree in a discipline relevant to the area of responsibility. Candidates for this rank must have completed at least four years at the rank of Associate Professor at the time of application. Candidates must have a demonstrated record of excellence in teaching and professional service, and have a record of scholarly activity with significant impact beyond the University as defined by Unit Standards.

Procedure for Determining Ranks of Currently employed Faculty members:
For those individuals currently employed as permanent faculty members at the COT, a special one-time Faculty Evaluation Committee (FEC) will be assembled. The FEC will be composed of at least one faculty member in each administrative unit within the COT with the membership approved by the Dean. The FEC will examine the credentials of all permanent faculty members in light of the above criteria and propose the rank of each individual. The Dean will review the proposal and bring it to the Provost, who will give final approval to the recommendations. The approved recommendations will go into effect with the 2009-2010 academic year. The recommendations shall reach the Provost by December 15, 2008, and approval will be finalized by February 15, 2010. This procedure is predicated upon the unit having in place a set of approved Unit Standards. In those cases where Unit Standards have not been approved, the one-time FEC can consider the rank changes upon approval of Unit Standards. After the changes have been completed, the one-time FEC will be disbanded.

As new permanent faculty members are brought into the COT, the Dean, in consultation with the unit chair, will determine their initial rank at the time of hire based upon the above criteria.

Promotions will be evaluated in the normal manner with the use of a normally constituted FEC.

Adjunct Faculty:
Faculty members who are employed on a temporary basis will be given a rank consistent with the above criteria, with the modifier “Adjunct” preceding the title. In cases where an adjunct instructor has been employed for an extended number of years with the anticipation of continued employment in a non-tenurable status, the designation Lecturer can replace the title Adjunct Instructor. Such designations must be reviewed and recommended by the FEC through the normal annual process.