Procedure 5.07

## QUALIFICATIONS AND REQUIREMENTS FOR ACADEMIC RANK

Minimum requirements for each rank:

\_\_\_\_\_ Lecturer: Less than instructor's qualifications. \_\_\_\_\_ Instructor: Master's Degree \_\_\_\_\_ Assistant Professor: 1. Master's Degree + 30 -or-2. Master's Degree + 5 years college teaching. \_\_\_\_\_ Associate Professor: 1. Master's Degree + 60 + 3 years college teaching -or-2. Master's Degree + 30 + 8 years college teaching. \_\_\_\_\_ 1. Doctorate + 7 years college teaching Professor: -or-2. Master's Degree + 60 + 12 years college teaching. \_\_\_\_\_

## Definitions

- 1. Master's Degree
  - a. Any master's degree (examples: M.S., M.A., M.Ed.)
  - b. Bachelor's degree including vocational certification, plus 15 hours.
  - c. Bachelor's degree, plus industrial and/or business experience resulting in vocational certification.
- 2. "Doctorate" must include the writing of a dissertation.
- 3. College Teaching
  - a. Full-time teaching, counseling, librarianship, and/or administrative experience at the post-secondary level will be equated on a one-to-one basis.
  - b. Full-time K-12 teaching, counseling, librarianship, and/or administrative experience will be equated on a one-to-one basis, to a maximum of five years.
  - c. Industrial or business experience related to the faculty member's position at Monroe County Community College will be equated on a two-to-one basis, to an equated maximum of five years. (Exception: librarianship will be equated on a one-to-one basis.)

Addenda

- 1. The industrial and/or business experience which is used to equate to a Master's degree may not also be used as a part of college teaching experience.
- 2. All degrees are earned degrees.
- 3. All hours are graduate semester hours.
- 4. Once requirements are met and appropriately certified, advancement to next rank is automatic.
- 5. Academic rank applies to full-time non-administrative and administrative faculty, who will be ranked as their qualifications permit.
- 6. A person holding the academic qualifications, but not having the required amount of college teaching experience of a particular rank, will be placed on the next lower rank.
- 7. Hours beyond the Master's degree may be calculated as follows: total hours minus 30 hours.
- If a person possesses both an earned Master's degree and vocational certification, he may be credited with 15 hours beyond the Master's degree.