EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

DDA-2	**Faculty Ranking System**	**APPROVED**: April 29, 2005	**REVISED**: March 1, 2019

Year of last review: 2022
AUTHORIZING BOARD POLICY: DDA

Classification: Administrative
Vice President or Associate Vice President: Vice President of Financial and Administrative Operations
Designated Contact: Executive Director of Human Resources

OBJECTIVE: To establish a process to identify faculty* titles according to employment status and years of service to El Paso Community College.

I.   General

The College recognizes the following faculty ranks:

A.   Adjunct – The rank of Adjunct Faculty applies to all part-time faculty regardless of years of service.

B.   Lecturer – The rank of Lecturer applies to all full-time, temporary faculty appointments of one year or less

C.   Assistant Professor – The rank of Assistant Professor applies to all Tenure Track (Probationary) Faculty.

D.   Associate Professor – The rank of Associate Professor applies to all faculty who have been granted tenure at El Paso Community College and who have up to five years of post-tenure service.

E.   Full Professor – The rank of Full Professor applies to all faculty who have been granted tenure at El Paso Community College and who have completed five years or more years of post-tenure service.

F.   Professor Emeritus– The rank of Professor Emeritus applies to all retired faculty who have been granted tenure at El Paso Community College, completed ten or more years of full-time service, and retired on good terms. The benefits of this rank will include access to the following El Paso Community College services: libraries/databases, adjunct faculty offices, faculty email system, and obtaining faculty parking permits. Professors Emeriti who misuse College resources will be stripped of all benefits of this rank.

II.   Process

A.   This system is retroactive for all El Paso Community College faculty. The ranking system does not replace the tenure process, nor is it tied to faculty salary or assignments.

B.   Human Resources will maintain a database of each faculty member's employment status, years of service, and faculty rank. Human Resources will generate a letter informing each faculty member of changes to his/her current rank.

C.   Faculty will be responsible for verifying their current rank and notifying Human Resources of any errors.

D.   Information regarding the Faculty Ranking System will be provided to new faculty and included in the *Employee Handbook*.

* Note: The word "faculty" denotes instructors, counselors and librarians.