


# PROCEDURE MANUAL

 <p>LOUISIANA <b>DELTA</b> COMMUNITY COLLEGE</p>		Procedure IN_102	
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		Last Revision Date: 12/15/14	
		Effective Date:	
Section	Academic Freedom	Subject	Title: Faculty Appointment

## PURPOSE

### Initial Faculty Rank

The Chancellor/Chief Executive Officer will have authority to approve recommendations for initial faculty rank. Any exceptions to the institution’s approved initial rank policy would require LCTCS Board approval. Rules of the LCTCS Board are adhered to in all initial rank appointments.

#### 1. Faculty Appointment

- The search for and nomination of new faculty members is a cooperative effort of departmental faculty in consultation with other faculty as well as with the administrative staff. Recommendations for appointment of new faculty are made to the Chancellor of the college by the Vice Chancellor of Academic Affairs, after consultation with members of the department faculty and selection committee. The LCTCS Board is informed of the appointment of all full-time faculty members.
- Candidates for the college faculty must possess the willingness and the ability to pursue their education indefinitely.
- Initial appointment of the faculty member at the college is normally at the level of instructor or Assistant Professor.
- Initial appointments are ordinarily for a period of one year.
- A letter of appointment from the Office of Human Resources serves as the instrument for all appointments and specifically sets forth title and rank, salary, length of appointment, and any qualifying conditions.
- Evaluations are conducted annually.

#### 2. Minimum Rank Criteria

The following are minimum criteria for academic ranks in accordance with Louisiana Delta Community College guidelines. These minimum rank qualifications must be met in every recommendation regarding appointment to academic rank. All academic degrees must be obtained from an accredited college or university. All hiring above the Assistant Professor level must have prior approval of the Chancellor.

**Professor** - Faculty members appointed to this rank have a documented record of growth and outstanding accomplishments in the areas of teaching and service over a period of several years. Annual evaluations are completed. Documented strengths in the areas of teaching and service are prerequisites in the consideration for appointment to this rank.

- Educational Qualifications - Hold an earned Doctorate or terminal degree in his/her teaching field or area related to primary responsibility.
- Ten years of college teaching experience, four of which must have been at the Associate Professor level.
- Demonstrate ability to work constructively with the junior members of the faculty and to assume a leadership role in the work of the college.
- Give evidence of meritorious service to the college beyond those duties directly associated with classroom instruction.
- Give evidence of superior service in such areas as scholarship, leadership in professional organizations and community activities.
- Must demonstrate significant scholarly activity through publications, grant funding, or contributions to the discipline.

**Associate Professor** - Faculty members initially appointed to this rank have attained the appropriate degree prior to being appointed to this rank. Documented strengths in the areas of teaching and service are prerequisites in the consideration for appointment to this rank.

- Educational Requirements - Hold a Master's Degree in the teaching discipline or a Master's Degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- Six years college teaching experience, three of which must have been at the Assistant Professor level.
- Give evidence of the capacity to teach at a consistently outstanding level.
- Give evidence of superior service in such areas as scholarship, leadership in a professional organization and community activities.

**Assistant Professor** - Faculty members initially appointed at this rank have attained the minimum academic qualification of the appropriate degree in their field of study.

- Educational Requirements - Hold a Master's Degree in the teaching discipline or a Master's Degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- Three years of college teaching experience at the instructor rank or higher.
- Give evidence of competence as a college instructor.
- Provide evidence of service on one or more college committees.
- Demonstrate positive involvement in either professional or community activities.

**Instructor** - Instructors must have attained the minimum academic qualification of the appropriate degree in their field of study.

#### Educational Requirements

- General Education faculty: Hold a Master's Degree in the teaching discipline or a Master's Degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline), or a Doctorate in the teaching discipline
- Faculty teaching courses transferring to a Baccalaureate Degree: Hold a Master's Degree in the teaching discipline or a Master's Degree with a concentration in the teaching discipline (a

minimum of 18 graduate semester hours in the teaching discipline), or a Doctorate in the discipline

- Faculty teaching Associate Degree courses not designed for transfer into a Baccalaureate Degree: Bachelor's Degree in the teaching discipline or Associate's Degree and demonstrated competencies in the teaching discipline
- Faculty teaching Occupational and Technical Education Courses: the credential at the same level at which the faculty member is teaching or three years of directly related work experience, demonstrated competencies in the teaching discipline, licensure and/or certifications associated with the teaching discipline
- Faculty teaching developmental education courses: Bachelor's Degree in a discipline related to their teaching assignment or a Bachelor's Degree with a concentration of 12 hours in the discipline, and either classroom experience in a discipline related to their teaching assignment or training in the remedial education courses taught
- Two years of teaching experience in higher education is desirable.
- Show promise of competence to teach on a collegiate level.
- Demonstrate a willingness to work under the guidance and supervision of the senior members of his/her division.

**Adjunct Faculty** - Part-time members of the academic staff appointed to a teaching position on a course-by-course contract. Adjunct Faculty members must have attained the minimum academic qualification of the appropriate degree in their field of study.

#### Educational Requirements

- General Education faculty: Hold a Master's Degree in the teaching discipline or a Master's Degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline), or a Doctorate in the teaching discipline
- Faculty teaching courses transferring to a baccalaureate degree: Hold a Master's Degree in the teaching discipline or a Master's Degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline), or a Doctorate in the discipline
- Faculty teaching Associate Degree courses not designed for transfer into a Baccalaureate Degree: Bachelor's Degree in the teaching discipline or Associate's Degree and demonstrated competencies in the teaching discipline
- Faculty teaching Occupational and Technical Education Courses: the credential at the same level at which the faculty member is teaching or three years of directly related work experience, demonstrated competencies in the teaching discipline, licensure and or certifications associated with the teaching discipline
- Faculty teaching developmental education courses: Bachelor's Degree in a discipline related to their teaching assignment or a Bachelor's Degree with a concentration of 12 hours in the discipline, and either classroom experience in a discipline related to their teaching assignment or training in the remedial education courses taught
- Two years of teaching experience in higher education is desirable.
- Show promise of competence to teach on a collegiate level.
- Demonstrate a willingness to work under the guidance and supervision of the senior members of his/her division.