

## **Administrative Eligibility for Academic Rank**

### **Employment Policies**

Approved: 06/26/2009

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Those professionally trained persons directly responsible to the Provost and Vice President for Academic Affairs shall be hired with academic rank. Other professionally trained personnel may make application for teaching assignments to the Provost and Vice President for Academic Affairs.

The President of the University, in cooperation with the Provost and Vice President for Academic Affairs will determine the maximum teaching load for any non-faculty employee who teaches. Such determination will be made by credit hours per semester for the current contract year.

In order to be considered for academic rank, exempt staff employees must be qualified to teach in some academic area in which the University offers course work, and must teach at least one regular course during the regular academic year and continue to do so in order to hold rank once granted. They must attend departmental meetings and be responsible to the department Chairperson and Dean of the College for academic assignment and performance. Such employees must teach at least one year before making request for rank.

Initial academic rank for non-faculty employees will be considered through written request submitted to the Provost and Vice President for Academic Affairs. That office, along with the Dean of the College of the division involved, will cooperatively arrive at a recommendation which will be forwarded to the President of the University for review. The Governing Board will act on these academic rank recommendations as in the case of all others.

Consideration for promotion in rank for a non-faculty employee who holds rank will be given in accordance with the same procedures and guidelines used for like consideration for faculty. In the event that a non-faculty employee or assistant coach becomes a full-time instructor, initial salary will be determined based on current academic rank. The step will be recommended through an evaluation made by the Provost and Vice President for Academic Affairs and forwarded to the President of the University.