

Policy Manual



Title: Criteria for Assignment of Rank for Faculty	Number: 6Hx2-3.03
Legal Authority: Fla. Stat.; Fla. St. Bd. of Ed. Admin. Rules 6A-14.060, 6A-19.009	Page: 1 of 5

GENERAL STATEMENT

Pursuant to the “Principles of Accreditation” established by the Southern Association of Colleges and Schools (Comprehensive Standard 6.2a), the College is responsible for justifying and documenting the qualifications of its faculty and for employing faculty members qualified to accomplish the goals of the institution.

THE POLICY and THE FACULTY AND STAFF

Assignment of Rank for Humanities, Social Sciences, Natural Sciences, Education, and Business Administration Faculty

Faculty in the Humanities, Social Sciences, Natural Sciences, Education, and Business Administration shall have rank assigned according to the following criteria:

Rank I: An applicant for Rank I status must meet one of the following criteria for the completion of the appropriate terminal degree:

- hold a Doctoral degree earned from an accredited institution with a minimum of 24 graduate semester hours beyond the Bachelor's degree in the applicant's discipline subject;
 - Counseling is considered a discipline subject for counselors and student development specialists, and library science is considered a discipline subject for librarians.
- hold a professional degree to teach in the field of law from an accredited institution. This level of degree will be equivalent to a doctoral degree in determining the applicant's teaching rank;
- possess a professional Florida license or registration in architecture or engineering that required a Bachelor's degree as a prerequisite to entering preparation for the professional degree. The years of experience required for the professional license or registration will not be considered experience for pay purposes, but will be deemed a part of the educational process leading to Rank I.
- hold a Florida license as a Certified Public Accountant (“CPA”) with a Master's degree and complete a minimum of 24 graduate semester hours in accounting to teach in the field of accounting. This credential will be equivalent to a Doctoral degree in determining the applicant's teaching rank. The years of experience required for the purpose of qualification for the CPA exam will not be considered experience for pay purposes.
- possess a Master's of Fine Art degree from an accredited institution, which required a minimum of 2 years of full-time study (or the equivalent) and a minimum of 60 credit hours (or equivalent)

History: Revised and re-titled (Criteria for Professional Personnel Decisions) on February 17, 1981; revised August 18, 1992; revised and re-titled May 21, 1997, revised October 11, 2007; revised February 26, 2013, revised on August 13, 2019

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to teach in the discipline in which the M.F.A. was awarded. In addition, the applicant should have no fewer than 72 hours of graduate credit (including the hours of credit for which the M.F.A. degree was awarded). Post degree credit hours earned to qualify for Rank I must be graduate level courses and in the M.F.A. discipline/teaching field.

Rank II+48: Individuals possessing a Master’s degree and a minimum of 48 semester credits beyond the Master’s. Individuals possessing post-Master’s degrees such as the Educational Specialist (Ed.S.) degrees qualify for Rank II + 48 hours. No more than 18 semester hours of education courses may apply to the 48 semester credits.

Rank II+36: Individuals possessing a Master’s degree and a minimum of 36 semester credits beyond the Master’s. No more than 18 semester hours of education courses may apply to the 36 semester credits.

Individuals possessing a terminal M.F.A. degree shall qualify for Rank II+36 provided the following conditions are met:

- The degree has been awarded by an accredited institution.
- The graduate program of study required a minimum of two years of full-time study (or the equivalent) and a minimum of 60 credit hours (or the corresponding quarter semester hours) or the equivalent in the program.
- The Faculty member teaches in the discipline in which he/she holds the M.F.A. degree.

Rank II+24: Individuals possessing a Master’s degree and a minimum of 24 semester credits beyond the Master’s. No more than 18 semester hours of education courses may apply to the 24 semester credits.

Rank II+12: Individuals possessing a Master’s degree and a minimum of 12 semester credits beyond the Master’s.

Rank II: An applicant for Rank II must either:

- hold a Master's degree earned from an accredited institution and has completed a minimum of 18 graduate semester hours in the applicant’s discipline subject.
 - Counseling is considered a discipline area for counselors and student development specialists, and library science is considered a discipline area for librarians.

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- hold a bachelor's degree and has completed a minimum of 150 graduate semester_hours in Engineering and Architecture
- Possess a Florida license as a CPA with a Bachelor's degree and has completed a minimum of 18 graduate semester hours in Accounting or an advanced Bachelor's degree in Accounting. The years of experience required for the purpose of qualification for the CPA exam will not be considered experience for pay purposes.

Or, under extenuating circumstances, the President is authorized to use his/her discretion in assigning Rank II to an individual who: (1) possesses a Bachelor's degree which under current educational practices is considered equivalent to a Master's degree or (2) who has completed a minimum of 30 graduate semester hours of graduate credit, including a minimum of 18 graduate semester hours in the discipline subject.

Rank III: An applicant for Rank III status must:

- hold a Bachelor's degree earned from an accredited institution in the applicant's discipline subject.
 - Counseling and library science are considered discipline areas for counselors and student development specialists, and library science is considered a discipline area for librarians.

Assignment of Rank for Faculty in Occupational and Technical Fields

In occupational and technical disciplines where advanced degrees in the discipline exist, (e.g., nursing, engineering, architecture), the criteria for Ranks I, II, and III are the same as those outlined above. In occupational and technical disciplines where advanced degrees in the discipline do not exist, rank shall be assigned on the following basis:

Rank I: An applicant must hold a Doctoral degree earned from an accredited institution in a field related to the discipline or a Doctoral degree in education from an accredited institution. Verification of the appropriateness of the field of study to the discipline taught will be made by recommendation from the Associate Dean to the Academic Dean, Vice Provost, Academic Affairs, t, and the College Provost and Senior Vice President for Academic Affairs and Student Services.

Rank II: Applicants for Rank II must either: (1) hold a Master's degree earned from an accredited institution in a field related to the discipline being taught, (2) have a Master's degree in education earned from an accredited institution or (3) have been granted Rank III and have an additional six years of full-time teaching and/or full-time work experience at the College (beyond that needed in Rank

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III) in the technical discipline being taught. Verification of the appropriateness of the field of study to the discipline taught will be made by recommendation from the Associate Dean to the Academic Dean, Vice Provost, Academic Affairs, and the College Provost and Senior Vice President for Academic Affairs and Student Services

Rank III+18: In technical discipline areas, a work experience program will count for a Rank III+18 award. This experience credit shall be set at a maximum of 6 hours to be earned in a 12-week planned work program which must receive prior approval of the respective Associate Dean, Dean of Academic Affairs, and the College Provost and Senior Vice President for Academic Affairs and Student Services. Within each 7-year period from the date of qualifying for it, the Faculty member must engage in planned work experience of no fewer than 6 weeks. The Faculty member must receive prior approval as required for the initial award.

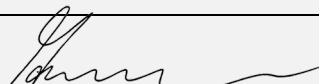
Rank III: To meet the requirements of Rank III, an applicant must possess the appropriate academic credentials or the appropriate academic credentials coupled with relevant work experience. The minimum academic degree for Faculty teaching in professional, occupational, and technical areas must be at the same level at which the Faculty member is teaching. The typical combination is a baccalaureate degree with the appropriate work experience. In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation for Faculty members teaching both transfer and non-transfer courses in these areas.

IMPLEMENTATION and OVERSIGHT

The Associate Dean will recommend the rank for Faculty and certify that the Faculty member has provided documentation to meet the established criteria to the Academic Dean and Vice Provost, Academic Affairs for approval.

All Faculty credentials will be initially reviewed by Human Resources for compliance with the criteria in this policy. Cases requiring additional review will be forwarded to the academic department and the College Provost and Senior Vice President for Academic Affairs and Student Services for final resolution.

All assignments of rank will be effective as of the first day of Term I in each academic year. Documentation of the rank shall be on file in the Human Resources Department within 15 working days following the first day of Term I. Changes in the rank following this date will be effective as of the first day of a subsequent major term (Term II), the application must have been made on or before January 1, and the documentation should be on file in the Human Resources Department within 15 working days following the first day of Term II. Assignment of the rank after commencement of Term I will be effective only as of the first day of Term II.

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VIOLATION OF POLICY

Policy violations shall be investigated by the Executive Director of Talent and Culture and/or his/her designee. Violations of this policy may result in disciplinary actions up to and including termination in accordance with Article 2.20 of the Collective Bargaining Agreement between the District Board of Trustees and the United Faculty of Florida. Violations may result in recovery of benefits from the employee.

Renewal of Assigned Faculty Rank

Within each 7-year period, starting from the initial date of employment in a tenure track position, Faculty members will complete 6 hours of graduate study or 9 hours of undergraduate study in their disciplinary field, or an equivalent educational experience, or a combination of the preceding, as set forth in Section 7.40 of the *Collective Bargaining Agreement between The Board of Trustees of Broward College and The United Faculty of Florida*. Failure to do so will render that person unqualified for employment with the College and result in his/her automatic dismissal at the close of the academic year in which he/she fails to meet these requirements.

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