

D.2.3.2 (Procedure) Faculty and Department Chair Positions

Responsible Department: Human Resources

Based on Board Policy: [D.2.3 - Qualifications](#)

Approved: 4-28-09

Last Amended: 1-13-10

Full-time members of the teaching faculty are professional educators who have the primary responsibility of fulfilling the College District goal of providing a quality education for all students attending the colleges. Faculty members are classified according to the ranks of instructor, assistant professor, associate professor, and professor. Advancement in rank comes as a recognition of excellence in teaching, education, and service. Faculty members are protected by academic freedom and bound by its accompanying responsibilities. They are responsible to a departmental/program chairperson, and are appointed initially to a tenure track position in one of the colleges. The relationship of the faculty member to the student is one of leader, teacher, advisor, and facilitator of learning.

Faculty Criteria

A faculty position must meet the following criteria:

1. A regular, full-time position.
2. A position wherein the functions performed are those of a classroom teacher who teaches assigned credit courses on a regular basis, or a professional librarian, or a professional counselor.
3. A position that requires certain minimum academic qualifications:
 - a. In the arts and sciences, a master's degree with 18 graduate hours in the teaching field.
 - b. In the occupational education and technology area, faculty should have both academic preparation and work experience, the typical combination being a bachelor's degree with appropriate work experience. A master's degree is required for faculty teaching courses where college transfer is a goal or where substantial numbers of students transfer to senior institutions. The minimum requirement will be supplemented as necessary in accordance with criteria established by appropriate professional, regional, and national accrediting agencies.
 - c. The minimum academic qualifications shall not apply to individuals who held faculty status prior to December 16, 1986. Such individuals are, however, expected to meet the minimum qualifications established by the Southern Association of Colleges and Schools: "The minimum academic preparation for faculty teaching in professional and technical fields must be at the degree level at which the faculty member is teaching." Faculty who do not meet this minimum standard are required to make a continuous good faith effort to do so, with progress and future plans recorded and approved in the annual Faculty Education and Growth Plan.

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Faculty Substitutes

Faculty members shall inform the immediate supervisor of an anticipated absence from class as far in advance as possible in order that a substitution may be arranged. The department chairperson shall make arrangements for substitutions within the college faculty insofar as possible.

Faculty members may substitute on a reciprocal basis for other faculty members who are absent for illness, injury, illness or death in the family, personal or College District business, or attendance at professional meetings. Faculty members substituting for more than one class must be qualified to teach the applicable course.

The reciprocal substitution provisions of this section are applicable only to absences of full-time faculty members for classes within the faculty member's regular class load.

Department Chairpersons

In this procedure the term “department chairperson” includes equivalent positions. Department chairpersons are faculty whose primary responsibility is to ensure the attainment of educational objectives of the college as they pertain to a specific department. They are responsible to a Dean and serve as faculty advocates and as essential links between faculty and administration. Department chairpersons must meet all criteria and qualifications required of faculty and demonstrate the ability and willingness to serve in a leadership capacity. Department chairpersons shall be selected through a cooperative process involving departmental faculty and college administration.

The following general guidelines shall be followed:

1. At the discretion of the administration, external candidates may be introduced into the process to supplement the pool of internal candidates.
2. The tenured and tenure track faculty of the department shall select a nominee from the available candidates whether external or internal.
3. The tenured and tenure track faculty shall then forward their nomination to the Dean, who shall respond with an approval or disapproval within three working days.
4. In the event the nominee is not approved, the process shall be repeated, with the faculty forwarding the name of another nominee.

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5. In the event the department and Dean have not reached an agreement within forty-five calendar days of the initiation of the selection process, the Dean, in consultation with the academic Vice President and the approval of the college President, may appoint a chairperson from the original pool.

Term of Office

Every three years the chairperson of the departmental faculty promotion committee, in a formal meeting of the tenured and tenure track departmental faculty, shall supervise a secret ballot election to determine by majority vote of the full membership of the department whether a chairperson will continue to serve in the position or if the selection process for a new chairperson shall begin.

The departmental tenured and tenure track faculty, by majority vote, may petition the Dean to begin the selection process at any time.

The Dean may recommend to the academic Vice President reassignment of the chairperson to full-time teaching duties for reasons such as unprofessional conduct, gross neglect of duty, and repeated unsatisfactory annual performance evaluations.

A chairperson may not be reassigned to full-time teaching duties as a result of a dispute involving academic standards or freedom within the department.