

**CENTRAL ALABAMA COMMUNITY COLLEGE
Faculty Rank Increase Certification Form**

ALEXANDER CITY _____ NAME _____
 CHILDERSBURG _____ CURRENT RANK _____
 TALLADEGA _____ PROPOSED RANK _____
 DISCIPLINE(S) _____
 PROPOSED YEAR OF RANK INCREASE _____

The President of the College approves ALL Rank Increases. An instructor who seeks to advance in rank that will require an additional degree must attach a course of study with appropriate college/university advisor signature(s) with this form. This process should be initiated and/or approved through the Dean of Instruction and the President. This course of study must lead to the appropriate in-field requirement or degree required to advance to the next highest rank. If the rank change requires an additional degree, a college/university advisor, in conjunction with the employee, may change the course of study, but the changes must lead to the same degree or in-field requirements with the same major to allow the instructor to advance to the appropriate higher rank. If the rank change does not require an additional degree, a list of course to be completed must be submitted for approval. A course of study for obtaining a degree is defined as a complete list of all courses required by the college/university granting the degree. A course of study for in-field requirements is defined as a list of appropriate courses that meet the in-field requirement options as outlined in State Board Policy 605.02.

The approved **original** Faculty Rank Increase Certification form must be updated on an annual basis indicating progress and seeking approval for course of study changes. Attach the annual progress report. Attach to the **original** certification form a copy of current State Board Policy and accompanying guidelines for 605.02. **All approved rank increases must be completed within the time frame as indicated by the Dean of Instruction below or must be submitted for re-approval.**

Instructor rank may change only at the beginning of the contract year, with appropriate documentation. Instructors cannot change rank during the academic year. The College will maintain the instructors' Faculty Rank Increase Certification in individual faculty files housed in the personnel office. An approved Faculty Rank Increase Certification will be the only means by which an instructor can advance in rank. Instructors must meet the credential standards as stated in State Board Policy 605.02 to advance in rank.

INSTRUCTOR SIGNATURE _____ DATE: _____

Course of study approved by _____ Date: _____ Dean of Instruction
Required date of completion _____ OR MUST BE SUBMITTED FOR RE-APPROVAL
In not approved, state reason and return to requestor _____ _____

Rank Increase reviewed and approved by: _____ Date: _____
 Dean of Instruction

In not approved, state reason and return to requestor _____

Rank Increase reviewed and approved by: _____ Date: _____ President
In not approved, state reason and return to requestor _____ _____