



## **XVII. FACULTY RANKING**

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The systematic ranking of faculty is based upon criteria including qualification, leadership, teaching, and service. Faculty members are ranked on the basis of the guidelines set out in this handbook. Information reviewed typically includes educational attainment, professional experience, performance evaluations, and service within and outside the institution. Changes in rank may be initiated by an application from faculty or a recommendation by administration. Eligibility for promotion in rank shall be evaluated by the President, academic leadership, and the Human Resources Department.

### **CLASSIFICATION AND CONSIDERATIONS**

The Board of Governors of H. Lavity Stoutt Community College appoints full-time members of the faculty in the ranks of Lab Technician, Assistant Lecturer, Lecturer, Senior Lecturer, and Principal Lecturer.

The following are the basic criteria considered in the ranking of faculty members. It must be understood that promotion in rank is not automatic when these minimum requirements are met. They provide only a basis for consideration. Qualifications for lecturers are also guided by the College's Faculty Qualifications Policy.

### **CRITERIA FOR PROFESSIONAL EXPERIENCE AND SUCCESSFUL TEACHING**

In addition to basic academic requirements, the criteria are as follows:

1. Three years of related professional experience are recognised as one year of teaching at the tertiary level.
2. Three years of teaching at the primary level are recognised as one year of teaching at the tertiary level.
3. Two years of teaching at the secondary level are recognised as one year of teaching at the tertiary level.
4. A maximum of six years' credit at the tertiary level may be given.

#### ***Assistant Lecturer/Lab Technician***

A full-time faculty member satisfying the following:

- The holder of a minimum of a Bachelor's Degree from an accredited or recognized institution and less than three years of teaching experience.



**Lecturer**

A full-time faculty member satisfying one of the following:

1. The holder of an earned doctoral degree from an accredited or recognized institution and less than three years of teaching experience at the Tertiary level.
2. A master's degree or its equivalent from an accredited or recognized institution and three years of teaching experience at the Tertiary level.

**Senior Lecturer**

A full-time faculty member satisfying one of the following:

1. The holder of an earned doctoral degree from an accredited or recognized institution and a minimum of four years of teaching experience or other academic experience at the Tertiary Level with evidence of continuing scholarship.
2. A master's degree or its equivalent from an accredited or recognized institution and seven years of successful teaching.
3. Other academic experience as a Lecturer, and evidence of continuing scholarship.

A significant portfolio of professional accomplishment and activities shall ascertain continuing scholarship. Such activities may include: books, scholarly publications, additional graduate work, attendance at workshops and professional conferences, professional registrations, specialty certifications, patents, exhibitions, professional practice, consulting, or research.

Successful teaching experience is determined by the presentation of the material in an organized and interesting manner, motivation of students, effective use of classroom time, clearly written classroom policies and course objectives, and timely grading. There should be willingness and availability for help, perception of fairness, mastery of material on the part of lecturer, keeping of accurate records, and a willingness to admit mistakes and unknown information. The development of organized learning activities, display of professional ethics and attitudes, a general enjoyment of students and desire to impart knowledge, the encouragement of critical thinking and the development of creativity in students will also be taken into consideration.

Successful teaching experience shall be determined by an examination of syllabi and related materials; class visitation; submitted samples of directed work of students; interviews with colleagues, students, and with the lecturer; and recognition by students and colleagues by receiving of awards, positive performance and teaching evaluations and other relevant evidence.



### ***Principal Lecturer***

A full-time faculty member satisfying the following:

1. An earned doctoral degree from an accredited or recognized institution and ten years of teaching experience or other academic experience at the tertiary level.
2. Recognition on the part of the departmental colleagues, professionals in the field, and the College of the faculty member's dedication and excellence in teaching, scholarly activity, and support of the ideals of the College and higher education.

Excellence in teaching shall be determined by an examination of syllabi and related materials, evidence of curriculum development, leadership in departmental activities, and dedication to student advising. Class visitation; submitted samples of directed work of students; the success of former students; interviews with colleagues, students, and with the faculty member; teaching awards received; and the gathering of other relevant evidence including evaluation will also be considered. The faculty member must exhibit a special dedication and expertise for teaching.

Scholarly activity shall be demonstrated by means of some of the following: published research in books or recognized scholarly journals, development and publication of textbooks, a regular pattern of published articles, patents, or presentations, and significant research and development activities in industry or academic areas. Involvement in national professional societies, continuing educational professional practice, consulting, successful writing of grant proposals, and other recognized activities would also be considered.

Not all the faculty need to have demonstrated equal proficiency in the areas of teaching, scholarly activity, and commitment, but significant accomplishment is expected in all, with excellence in one of these.

### **SPECIAL FACULTY CLASSIFICATION**

The Board of Governors may assign a person special faculty classification on the recommendation of the President.

Special classification may be assigned to an employee or non-employee of the College who enriches its offerings as lecturer, researcher, clinical, or laboratory resource person in any of its activities. Each appointment shall contain the specific financial (if any) and other arrangements that shall govern it. The time period during which the classification shall remain valid shall also be specified at the time that the classification is assigned.

Special faculty classifications are not of themselves continuous appointment track positions. Special faculty classification appointees if not already employed by HLSCC also do not additionally receive credit toward retirement.



The College grants the following Special Faculty Classifications:

***Part-Time Lecturer***

One who is not employed full-time in an academic unit of the College but who is fully qualified professionally and who teaches a maximum three courses and performs on a part-time basis duties which would otherwise be assigned to members of the full-time faculty. The person should possess at least a bachelor's degree or equivalent from an accredited or recognized institution.

***Adjunct Lecturer***

One who is not employed full-time in an academic unit of the College but who is fully qualified professionally and who teaches a minimum of two courses and performs on a part-time basis duties which would otherwise be assigned to members of the full-time faculty. The person should possess at least a bachelor's degree or equivalent from an accredited or recognized institution.

The person should also have significant experience in his/her given field of specialty.

***Clinical Lecturer***

One who, on an occasional or part-time basis, supervises student clinical experiences and who possesses at least a bachelor's degree or equivalent from an accredited or recognized institution. The person should also have significant experience in a given field of specialty.

***Guest Lecturer***

One who teaches a course or presents a series of lectures occasionally for the College, either for a short period or for a semester.

***Affiliate Rank***

The HLSCC Board of Governors may assign a special classification to faculty members employed by and holding rank at an institution affiliated with H. Lavity Stoutt Community College and who also teach on behalf of HLSCC. The rank title shall have the "Affiliate" designation preceding the title of the rank held at the affiliated school, such as Affiliate Lecturer of English or Affiliate Senior Lecturer of History, etc., for the duration of the appointment.

***Other Special Classifications***

Retired faculty members with twenty or more years' teaching experience in the professional ranks may be given the rank of "Principal Lecturer Emeritus" or "Senior Lecturer Emeritus." All other retired faculty who continue to teach on a part-time or temporary basis retains the rank held at the time of retirement. Emeritus is an honorary distinction conferred by the action of the Board of Governors.



Distinguished artists or writers who reside in the community and contribute to the academic program in a significant way may be given the title "Artist, Poet, Writer, Sculptor, etc., in Residence", as approved by the Board of Governors.

### **TEACHING LOAD**

The normal load for the different faculty categories is as follows:

- Principal Lecturer: 15 - 17 hours per semester and not more than five courses. Special preference and consideration will be given to principal lecturers to reduce their teaching load in order to pursue activities outlined under "principal lecturer," plus activities as outlined under "principal lecturer;" that are aligned with the College's mission and approved by the relevant supervisor.
- Senior Lecturer: 15 - 17 hours per semester and not more than five courses (if appointed as department head, will teach 6 – 8 hours per semester and not more than two courses); as approved by the relevant department head.
- Lecturer: 15 - 17 hours per semester and not more than five courses; (as approved by the relevant department head) and
- Assistant Lecturer/Lab Technician: 15 – 17 hours per semester and not more than five courses as approved by the relevant department head.

Co-curricular and extra-curricular activities such as service outside of the institution, consulting, community involvement, leadership, etc., may also be considered in determining teaching load. The impact of these activities on teaching load will be determined primarily by the time involved in the activity and the timing of the activity.

### **XVIII. ACADEMIC FREEDOM**

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Academic freedom at HLSCC is defined as the right of responsible and self-disciplined scholars to investigate, instruct, and publish within the areas of their academic competencies and faculty/staff appointments. In the proper exercise of this right, the administration undertakes to support individuals in the pursuit of knowledge and its dissemination. In recognition of the fact that freedoms are not absolute but imply commensurate responsibility, HLSCC holds that academic freedom must be balanced with proper academic responsibility.

1. Faculty/staff are entitled to full freedom to pursue classroom activities, study, and research germane to their interests and academic appointments, subject to the adequate performance of their total responsibilities in the department, as agreed between them and the administration.
2. The College is not responsible for the actions or statements of faculty/staff when acting in a private capacity. Since faculty/staff cannot free themselves from consequential influence, they should exercise the restraints and self-discipline which society expects from persons in this profession, and should make every reasonable effort to indicate that they speak as individuals and not for the College.