# 2.1 Faculty, Faculty Rank, and Faculty Titles

## 2.1.2 Full-Time Faculty

A full-time faculty member is an employee of a KCTCS college who is qualified for appointment to one (1) of the academic ranks listed in Policy Subsection 2.1.3 and ordinarily has full-time teaching duties or has other teaching related duties (e.g. research, academic administration, librarians, counselors) equivalent to a full-time teaching load and fulfills the duties and responsibilities of a faculty member.

### 2.1.2.1 Librarians (Faculty)

Librarians perform specific duties as assigned by the director of library services. A college's academic programming encompasses four general areas: pre-baccalaureate, occupational/technical, developmental, and continuing education/community service. Librarians assist in achieving educational objectives relevant to these areas.

The library services philosophy supports the general philosophy of an open access college: to assist individuals through college programs to realize their full potential as educated citizens. Toward that end, the duties included in any job description encompass all functions assigned to the librarian as reflected on the annual planning document agreement. Each librarian may, in addition, be given by the director of library services specific assignments that are in keeping with institutional priorities, program needs, and individual expertise. The basic concept of library services is that each college provides a library program to which each individual librarian contributes as student and faculty needs emerge and institutional change occurs. The librarian is evaluated by the director of library services.

General Responsibilities may include:

- To assist with the planning, organization, and evaluation of library and information services.
- To offer quality library and information services.
- To instruct library users to access and evaluate information.
- To remain informed on current trends for library and information services.
- To participate in professional organizations and professional development opportunities.
- To serve on assigned college and KCTCS committees.
- To meet professional standards and ethics that are in accordance with state regulatory statutes and/or the American Library Association (ALA) standards.

Qualifications:

Master's or Doctoral Degree in Library and Information Sciences from an American Library Association accredited program. The librarian will be evaluated by the director of library services.

### 2.1.2.2 Counselors (Faculty)

Counselors employed by KCTCS colleges are expected to address specific duties as assigned by the chief student services officer or other designated supervisor. The college's academic programming encompasses four general areas: developmental, continuing education/community service, occupational/technical, and pre-baccalaureate. The counselor shall be prepared to assist students in achieving educational objectives relevant to these areas.

The counseling program's philosophy is supportive of the general philosophy of an open access college: to assist individuals, through college programs, to realize their full potential as educated citizens. Toward that end, the duties shall encompass all functions normally assigned to the counselor as reflected on the annual planning document agreement. Each counselor may, in addition, be given other assignments that are in keeping with institutional priorities, program needs, and individual expertise.

The counselor will be evaluated annually by the chief student services officer or other designated supervisor.

General Responsibilities may include:

Academic and Career Exploration
- To provide academic and career/life planning, counseling, assessment, and development.
- To assist prospective transfer students planning to transfer to a four-year college or university.
- To assist prospective students seeking an occupational/technical certificate, diploma, and degree within KCTCS colleges.
- To periodically engage in teaching (e.g., human development courses, psychology, etc.), as academic credentials allow.

Personal Growth Programs and Other Areas that Affect the Complete Development of an Educated Person
- To provide referrals to appropriate community agencies.
- To promote the total development of each individual student.
- To be accountable for meeting professional ethical standards as stated by the American Counseling Association (ACA).

Qualifications:
- Master's Degree in Counseling/Counselor Education or in a related field.

- Knowledge and skill competencies in the following areas: human growth and development, helping relationships, career and lifestyle development, social and cultural foundations, student affairs practice in higher education, and assessment.

Preference may be given to:
- Applicants with a doctorate in Counseling/Counselor Education or in a related field.
- Graduates of a CACREP (Council for Accreditation of Counseling and Related Educational Programs) accredited program.
- Substantial experience (3 years) in student affairs practice in higher education.

### 2.1.3 General Criteria for Ranks (KCTCS Faculty Hired 2004 and Thereafter; All Other Full-Time Faculty Who Select This Criteria)

**Faculty Hired in Former UK Personnel System or Prior to 2004 in a Community College are grandfathered under 2003-2004 promotion criteria. (See Attachment A)**

**Faculty Hired in Former Kentucky TECH System or Prior to 2004 in a Technical College are grandfathered under 2003-2004 promotion criteria. (See Attachment B)**

For eligibility for promotion in rank, see administrative policy 2.6.

#### 2.1.3.1 Instructor

The title Instructor designates a person whose services are primarily teaching or other teaching-related duties (e.g. research, academic administration, librarians, counselors), advising, community service, professional development, and institutional service based on the planning document agreement**.**

In occupational/technical programs where an academic degree is not available, two (2) years of occupational experience, professional preparation in the field, or registration or certification by a recognized agency may be presented in lieu of educational attainment.

The minimum academic degree for faculty teaching in professional, occupational and technical degree areas must be at the same level at which the faculty member is teaching.

The typical combination is a baccalaureate degree with appropriate work experience.

In the pre-baccalaureate program, faculty must meet the credential qualifications as stated in the Southern Association of Colleges and Schools' *Principles of Accreditation*.

### 2.1.3.2 Assistant Professor

Promotion to the rank of Assistant Professor will be made when the colleagues, the division chairperson/director of library services, the chief academic officer, or the chief student services officer, and the president of the college determine that the individual has a current capacity for quality teaching or other teaching-related duties, quality student relations, and community service; and that the individual has demonstrated a genuine concern in fulfilling the mission of the college.

The evaluation of the individual's performance should be determined by the use of current objective evaluative instruments.

Initial employment may be made at the rank of Assistant Professor at the discretion of the college president after consultation with the chief academic officer and the appropriate division chair.

### 2.1.3.3 Associate Professor

Promotion to Associate Professor will be made only after an indication of continuous improvement and contribution as a faculty member. The individual shall have demonstrated definite leadership in assigned areas of activity and in the overall development of the college mission. The individual also shall have earned recognition for educational leadership.

### 2.1.3.4 Professor

Promotion to the rank of Professor will be an indication that the individual is an outstanding faculty member who has been recognized for leadership at the local college and at the system level and who has demonstrated excellence in assigned areas of activity and in professional development as related to the mission of the college.

**This rank is a recognition of quality and depth of performance and achievement rather than length of service.**

### 2.1.3.5 Review Periods (All Eligible Faculty)

**Track A: (Continuing Status/Continued Status/Term Contract Status)**

Full-time faculty at the rank of Instructor shall serve three (3) years at the rank of Instructor to be eligible for promotion to Assistant Professor. Faculty at the rank of Assistant Professor shall serve three (3) years at the rank of Assistant Professor to be eligible for promotion to the rank of Associate Professor. Faculty at the rank of Associate Professor shall serve six (6) years at the rank of Associate Professor to be eligible for promotion to the rank of Professor.

**Track B: (Tenure Track/Tenure Status)**

An individual shall not remain as an Instructor for more than three (3) years. If after that period promotion to a higher rank cannot be justified, the individual's appointment in the Kentucky Community and Technical College System shall not be renewed. Non-tenured appointments at the Assistant Professor or Associate Professor level shall not exceed seven years including previous full-time service at the rank of Instructor or higher at other institutions of higher learning, except that no more than three (3) years of previous service may be counted against this seven year probationary period. Reviews shall follow the usual procedures for promotion and must be completed in time for the individual to be notified of the result in accordance with the KCTCS policies and procedures or as otherwise set forth in the individual's Letter of Appointment. Assistant Professors must either be promoted at the end of the probationary period or shall not have their appointments renewed.

### 2.1.4 Types of Appointments Applicable to All Faculty

All recommendations for appointment to the faculty of KCTCS colleges must be supported by a file containing a complete vita of the candidate, official college transcripts, and letters of recommendation from at least three (3) qualified persons outside the colleges. All recommendations for appointment to the faculty must originate with the appropriate administrative officer after due consultation with the appropriate Associate and Professor faculty members, where possible. Established criteria shall form the basis for judgment at all steps of the appointment process.

The precise terms and conditions concerning each appointment shall be stated in writing on an official appointment record.

#### 2.1.4.1 Visiting Professors

The designation "visiting" before an academic title indicates that the holder of the title has a limited temporary appointment for an academic year, semester, or summer term. The visiting title used should be appropriate to the appointee's home base position, i.e., Visiting Professor, Visiting Associate Professor, Visiting Assistant Professor, or Visiting Instructor. Where professorial rank or title does not appear to be suitable, the title "Visiting Lecturer" should be used. A visiting appointment may be full-time or part-time, salaried or unsalaried. The appointment is by definition a temporary one and the visitor is not eligible for staff benefits, except that those with salaried full-time appointments are eligible for health insurance coverage. The visiting title does not include eligibility for membership in the Senate. Membership, with or without voting privileges, may be extended to a visiting appointee by the faculties of the college and the division to which the appointee is assigned.

### 2.1.4.2 Voluntary Faculty

Voluntary faculty members are those appointed by a KCTCS college president/ceo who receive no stipend or salary and who devote only a part of their time to a program. Usually such faculty members are engaged in private practice or business, but they may hold full-time positions with other institutions and agencies. Voluntary faculty members are not eligible for tenure, for usual benefits available to full-time faculty members, or for membership in the Senate. Faculty membership, with or without voting privileges, may be extended by a college to one (1) or more of its voluntary faculty.

Voluntary faculty may be appointed by the president/ceo of a KCTCS college and reported to the Chancellor. A Voluntary Faculty Data Form shall be completed and is maintained at the college. The college compiles a list of voluntary faculty from the completed Voluntary Faculty Data Forms, which should be forwarded to the Chancellor at the earliest opportunity for processing and reporting to the Kentucky Community and Technical College System President. Since the affiliation of Voluntary Faculty with the college is not documented in the payroll system, completion of the Voluntary Faculty Data Form and submission of the list of voluntary faculty to the System Office is necessary to formalize the association. The Voluntary Faculty Data Form should be completed prior to assumption of duties.

Each spring, voluntary faculty members for the following academic year should be appointed or reappointed at the same time the college is appointing or reappointing full-time faculty members. Voluntary faculty members may be appointed or reappointed for periods determined by the college president/ceo.

When reporting voluntary faculty appointments, a cover letter, or letter of transmittal, should accompany the form.

Signed copies of each Appointment Form, if utilized, are returned to the college**.**

### 2.1.4.3 Part-Time Faculty– (Less Than Full-Time)

Part-time faculty are employed by the college to meet the needs of the instructional program. Term contracts are given to the part-time faculty who are appointed by the president/ceo. The employment of part-time faculty members provides expertise which enhances the educational effectiveness of the college. Typically, part-time faculty members are not eligible for membership in the Senate. Membership, with or without voting privileges, may be extended to a part-time faculty member in the faculty of the college and in the division to which the individual is assigned.

## 2.1.4.4 Emeritus Professors

Upon retirement, tenured status, continuing status, and continued status faculty members will retain their titles with the designation "emeritus."

Personnel with emeritus status are entitled to the following rights and privileges:

1. To be included in faculty lists in KCTCS bulletins and, upon request, to be provided mailboxes by their college;

2. To be assigned office and/or laboratory space and furnished supplies for creative work (upon request, and subject to their availability and to the approval of the concerned academic unit);

3. To have faculty library privileges;

4. To receive KCTCS identification cards;

5. To attend, without voting privileges, meetings of the Senate;

6. To participate, upon invitation, as a non-voting member of a division or college faculty;

7. To participate in academic processions;

8. To be appointed to represent KCTCS at academic ceremonies at other institutions; and

9. To take part generally with the faculties in all social and ceremonial functions of KCTCS.

Official retirees may be hired as a temporary part-time or full-time faculty member in one of two (2) ways:

1. using an approved fee schedule at the part-time per course instruction rate. Such an appointment shall be treated as a temporary part-time per course faculty appointment. The standard Appointment Form must be completed. Appropriate credentials must be on file at the college. No approval is needed outside the college; or

2. with the approval of the Chancellor, the President of the Kentucky Community and Technical College System and the Board of Regents. Such an appointment may be temporary full-time or part-time, for a maximum length of one (1) year. Reappointment for each subsequent year also requires approval of the individuals listed above and of the Board of Regents. This process requires planning to meet published Board of

Regents' deadlines. The Board of Regents must approve the appointment prior to the effective date of the appointment. The standard Primary Faculty Appointment and Assignment Form is used to initiate this process. Appropriate credentials must be on file at the college. The Appointment Form and a copy of credentials must be forwarded to the KCTCS Human Resources Office for review of credentials and preparation for reporting to the Board of Regents.

If the officially retired employee is 65 years of age, or older, will work for the college longer than six (6) months, or has regular earnings - i.e. earning enough money to make payroll deductions for healthcare, etc., then the individual must be placed on health insurance.

In all cases the college should contact the KCTCS Human Resources Office to verify the status of the potential employee, and to check on benefit implications (social security earnings, medicare, etc.), and should then advise the retiree. The retiree may also wish to consult with the KCTCS Human Resources Office - Benefits. Additional questions should be addressed to the Vice President primarily responsible for Internal Affairs.

### 2.1.5 Failure to Support Administrative Action for Promotion (All Eligible Faculty)

Whenever a recommendation to promote is disapproved by either the Chancellor or the President of the Kentucky Community and Technical College System, this fact must be reported back to the president/ceo of the college with supporting reasons in writing, and an opportunity provided for a thorough discussion among the concerned parties. The president/ceo of the college shall notify the faculty member in writing of the decision not to promote and shall include the reason(s) for the decision. The president/ceo of the college will initiate the discussion with the faculty member. The director of library services/division chairperson, chief academic officer, and/or chief student services officer may be included in such a discussion at the request of the president/ceo of the college or the faculty member. Any related appeals through administrative channels and/or the KCTCS Senate Advisory Committee on Appeals (KCTCS Senate ACA) must be initiated in writing by the faculty member within thirty (30) days after being notified in writing by the president/ceo of the college of the decision not to approve a recommendation to promote.

The faculty member's appeal, which is sent through the college president's office, shall be in writing and shall be addressed to the Chancellor. It shall state and explain the basis of the appeal under inadequate consideration and/or incomplete procedure. (See KCTCS administrative policies and procedures regarding faculty appeals through the KCTCS Senate Advisory Committee on Appeals.)

The KCTCS Senate ACA shall follow formal hearing appeal procedures developed by the committee.

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| 4-30-99 | 5-15-02; 6-23-04; 3-22-05; 10-12-05; 1-23-08 | 5-15-02; 6-23-04; 3-22-05; 10-12-05; 1-23-08 |
| Date Approved by President, KCTCS | Date(s) of Last Review | Date(s) of Last Revision *(Include all dates in chronological order)* |

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| (SIGNED) | 1-23-08 | (SIGNED) | 1-23-08 |
| Recommended by | Date | President, KCTCS | Date |