

FACULTY TITLES

Full-time faculty

Upon hire, full-time faculty members are assigned a title based on the number of years of full-time teaching experience completed at a Regionally Accredited Institution of Higher Education (RAIHE) or equivalent international experience as approved by the Vice President of Academic Affairs as follows:

Assistant Professor	less than 5 years of experience
Associate Professor	5 years to less than 10 years of experience
Professor	10 or more years of experience

New full-time faculty members who have previous part-time teaching experience can submit documentation for the purpose of equating part-time service to an equivalent number of years of full-time teaching experience as follows:

Teaching experience at a RAIHE: Faculty will provide a CV and if possible, a letter from their supervisor at the previous institution supporting the stated teaching load obtained at the institution(s) for whom they previously worked to the Vice President of Academic Affairs.

International teaching experience: Faculty will provide a CV and if possible, a letter from their supervisor at the previous institution supporting the stated teaching load obtained at the institution(s) for whom they previously worked and information on the agency that accredited the institution to the Vice President of Academic Affairs.

Every 30 workload-equated hours (as defined in Temple College's Policy Manual) taught at a RAIHE or approved international experience will be equated to one year of full-time teaching experience (for title purposes only).

It is incumbent upon the new faculty member to provide this information within 30 days from their actual reporting date. If it is not provided within this 30 day window, the member must petition the department chair for title approval at the subsequent Board of Trustees meeting that titles are approved.

It is the responsibility of the faculty member to initiate the application process for title change through his/her department chair.

Title change decisions will occur twice annually.

Title changes effective for the fall semester:

Title changes effective for the fall semester will be approved at the August meeting of the Temple College Board of Trustees. Chairs must submit a list of qualified faculty to the Vice President of Academic Affairs no later than July 15th.

Title changes effective for the spring semester:

Title changes effective for the spring semester will be approved at the November meeting of the Temple College Board of Trustees. Chairs must submit a list of qualified faculty to the Vice President of Academic Affairs no later than October 15th.

Subject: Faculty Titles

Board Policy Reference: DCA (LEGAL Employment Practices – Term Contracts)

Faculty who receive the Faculty Development Leave Grant (FDLG) will not lose credit (full-time teaching experience) the year they are on leave.

Part-time faculty

All part-time faculty, while employed at Temple College, will be assigned the title Adjunct Professor.

Grandfathered faculty

Full-time faculty members who have chosen the title instructor, at the time of policy enactment, will be grandfathered.