



Northern Marianas College Procedure

Procedure No.: 5011 Procedure Title: Faculty Ranking
 Issuing Date: DRAFT Adoption Date: Effective Date: 10/18/16
 Office of Origin: HRO
 Procedure Approval Authority: Dr. Carmen Fernandez, President
 Board Policy No. Associated with this Procedure:
 This Procedure Supersedes/Replaces: New

The written steps necessary to appropriately and uniformly perform a task in carrying out policies and activities of the College.

Overview/procedure description This procedure defines the formal process for awarding faculty rank pursuant to BOR Policy 5011.

Areas of Responsibility The Faculty Senate shall recommend rank be awarded in accordance with the following procedure. The President shall take the Faculty Senate's recommendation into consideration when recommending rank be awarded by the Board of Regents.

Procedure details

CRITERIA GOVERNING ACADEMIC RANK

Rank

Faculty rank shall be conferred according to some or all of the following criteria:

- a) number of years of service as a full-time faculty member at NMC and/or
- b) highest academic degree awarded and/or
- c) relevant licensure and/or
- d) professional degrees awarded
- e) specialty experience

The criteria for each faculty rank is summarized below:

Professor

Faculty shall attain the rank of Assistant Professor I when they have met the following criteria:

- 5 years employment at NMC
- Holds Doctorate
- Satisfactorily completed most recent evaluation, which shall be so deemed upon renewal of last contract (where applicable)
- Has three publications in field

Associate Professor

Faculty shall attain the rank of Associate Professor when they have met the following criteria:

- Holds Doctorate
- Satisfactorily completed most recent evaluation, which shall be so

deemed upon renewal of last contract (where applicable)

Assistant Professor II

Faculty shall attain the rank of Assistant Professor II when they have met the following criteria:

- 4 years employment at NMC
- Holds Master's Degree
- Satisfactorily completed most recent evaluation, which shall be so deemed upon renewal of last contract
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Assistant Professor I

Faculty shall attain the rank of Assistant Professor I when they have met the following criteria:

- 2 years employment at NMC
- Holds Master's Degree
- Satisfactorily completed most recent evaluation, which shall be so deemed complete upon renewal of last contract

Instructor - faculty obtain the rank of Instructor by virtue of holding a Master's degree.

Specialty Instructor - faculty obtain the rank of Specialty Instructor by virtue of holding a Bachelor's Degree and relevant licensure and the relevant professional degree (CPA, RN).

Lecturer – faculty obtain the rank of Lecturer by virtue of specialty experience in a field or discipline.

Tenure

This procedure, stated or implied, DOES NOT grant Tenure in any shape or form.

Ranking and Advancement

Rank and advancement shall be determined and implemented by the Human Resources Office (HRO).

Employee Pay, Compensation and Benefits

Employee pay, compensation and benefits are delineated under separate NMC policy and procedures.

Terms and Definitions

"years of service" refers to the number of completed years employed at NMC as a fulltime faculty member.

"faculty" is defined as any fulltime employee whose employment contract designates as faculty.

References

BOR Policy 5011