



Frederick Community College Procedure

Section 3.00 Personnel Procedures	Procedure Number	3.12b
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Additional Conditions of Employment for Faculty	Policy Number	3.12
	Approved Revised	4/20/05 4/8/08

- A. Conditions and Responsibilities of Employment for Faculty. Faculty should give evidence of an understanding of the community college movement as a whole. Faculty should demonstrate willingness to further the objectives of Frederick Community College by supporting the stated policies, rules, and regulations of the College and interpreting them faithfully and accurately to the students and public.
1. Provide instruction in such courses, day or evening, as assigned by the chief academic officer.
 2. Undertake the normal teaching load of 15 credit hours or a maximum of 20 credit hours per semester.
 3. Establish, post, and maintain five office hours each week during the academic year.
 4. Perform those instructional responsibilities and extracurricular responsibilities as assigned by the chief academic officer.
 5. Serve on permanent and ad hoc committees as required.
 6. Assist in curricular development and revision.
 7. Faculty attendance and participation in faculty meetings and professional activities, which will normally be held during block time, are required (part-time faculty may be excused).
 8. Support and abide by the local, State and federal laws that affect this College and demonstrate support for these to students and public.
 9. Full-time faculty members must request permission from the chief academic officer to accept employment in addition to their contractual agreement at the College. Approval is at the discretion of the President upon recommendation by the Vice President.
 10. Keep abreast of developments in one's field of specialization.
 11. Uphold the ethics of the teaching profession.
 12. Be properly prepared to conduct classes, laboratories and other meetings involving instruction.

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13. Be punctual in convening and dismissing scheduled classes and other meetings.
 14. Serve proper and timely notice if unable to be present for class or scheduled meetings.
 15. Make appropriate arrangements to have the necessary equipment, materials and supplies available for instruction.
 16. Report student progress to the administration according to the published rules and regulations governing same.
 17. Keep students aware of their academic progress.
 18. Contribute to the ethical and moral development of the students as conditions warrant.
 19. Submit as notified course outlines, examinations, textbooks, instructional materials and orders for supplies.
 20. File on schedule those personnel forms required for employment and update personnel forms as requested by the Human Resources Office.
 21. Serve as an academic advisor to students.
 22. Sponsorship of student extracurricular activities is voluntary (not applicable to part-time).
 23. Faculty may be required to be present on campus for up to four (4) scheduled in-service days between August 1 and May 31 and will be required to attend Commencement. In-service days will include planned activities, such as convocations, professional development, department/division meetings and advising. It is further recognized that faculty invest additional days on or off campus prior to each semester preparing for their teaching assignments.
 - a. On occasions, between August 1 and May 31, certain College activities, such as interviewing prospective faculty and responding to State mandates, will necessitate faculty participation at times when faculty are not ordinarily on campus. It will be expected that certain faculty whose role is related to these activities will participate in these activities if at all possible and that notification will be provided those faculty as far in advance as possible. Every effort will be made by administration to accommodate commitments previously made by faculty.
- B. Resignation. If a faculty member wishes to terminate employment prior to the expiration of the contract period, a request for waiver to terms of the appointment must be made to the President at least ninety days in advance of the date of contract expiration or the date of the proposed termination. The Board of Trustees, upon recommendation of the President, shall decide whether to waive the appointment terms.
- C. Qualifications for Academic Rank

1. All academic degrees must be obtained from an accredited college or university.
2. All hiring above the Assistant Professor level must have prior approval of the President and Board of Trustees.
3. All faculty including those on leave shall be able to advance in rank by the current policy.
4. Faculty may be assigned rank by the traditional method or by the substitution method.

D. Qualifications for Specific Academic Rank. Traditional Method.

1. Professor

a. Educational Qualifications

- i. Hold an earned Doctorate in his/her teaching field or
- ii. Master's degree plus 60 graduate credit hours or two Master's degrees plus 30 graduate credit hours in related fields obtained through a fully accredited college or university.
- iii. Of the required graduate credit hours mentioned above, 30 credit hours or equivalent credit hours may be earned through educational activities other than graduate course work which provide additional competence in the designated field. A variety of activities may be approved for equivalent credit. (See the section on alternative "credit" options.) Note: credits refers to credits calculated in the semester system.

- b. Ten years of college teaching experience, four of which must have been at the Associate Professor level.
- c. Demonstrate ability to work constructively with the junior members of the faculty and to assume a leadership role in the work of the College.
- d. Give evidence of meritorious service to the College beyond those duties directly associated with classroom instruction.
- e. Give evidence of superior service in such areas as scholarship, leadership in professional organizations and community activities.

2. Associate Professor

a. Educational Qualifications

- i. Hold an earned Doctorate in his/her teaching or related field, or
- ii. Hold a Master's Degree plus 30 graduate credit hours in his/her teaching field of which one-half (15 credits) can be

through educational activities approved by the Promotion and Equivalency Committee or

- iii. Hold two Master's degrees or
 - iv. Hold a terminal Master's degree in field as recognized by Frederick Community College plus 30 graduate and/or equivalent credit hours.
 - v. For those persons holding a Master's degree requiring more than thirty-six (36) graduate credits, the number of credits exceeding 36 may be applied to the additional credits beyond a Master's required for promotion to Associate Professor or Professor.
- b. Six years college teaching experience, three of which must have been at the Assistant Professor level.
 - c. Give evidence of the capacity to teach at a consistently outstanding level.
 - d. Give evidence of superior service in such areas as scholarship, leadership in professional organizations and community activities.
3. Assistant Professor
- a. Hold a Master's Degree in his/her teaching field.
 - b. Three years of college teaching experience at the instructor rank or higher.
 - c. Give evidence of competence as a college teacher.
 - d. Provide evidence of service on one or more College committees.
 - e. Demonstrate positive involvement in either professional or community activities.
4. Instructor
- a. Hold a Master's Degree in his/her teaching field.
 - b. Two years' of teaching at the Assistant Instructor or Graduate Teaching Assistant level is desirable.
 - c. Show promise of competence to teach on a collegiate level.
 - d. Demonstrate a willingness to work under the guidance and supervision of the senior members of his/her division.
5. Assistant Instructor
- a. Hold a Bachelor's Degree in his/her teaching field. In certain instances, this may be waived if appropriate technical certificates or licenses are held.

- b. Show promise of competence to teach on the collegiate level.
 - c. Demonstrate a willingness to work under the guidance and supervision of senior members of his/her division.
6. The President shall have the authority to waive any of the established requirements of any academic rank with the approval of the Board of Trustees.

E. Qualifications for Specific Academic Rank. Substitution Method.

1. Faculty in Occupational/Technical Fields

- a. Definition. Occupational and technical fields are defined as fields in which traditional academic credentials are not the norm.
- b. Initial rank at time of employment. Faculty in certain occupational or technical disciplines may be hired with an AA and appropriate certificates and/or licenses.
- c. Promotion. In lieu of academic credentials, faculty in these fields may advance to the rank of Assistant Professor by the substitution method. Faculty must meet all other criteria for that rank, including approval of equivalence plans by the Promotion and Equivalency Committee. Such recommendations for equivalent credits would be forwarded by the Promotion and Equivalency Committee to the Chief Academic Officer. For the ranks of Associate Professor and Professor, faculty are required also to acquire a degree beyond the entry level degree of an AA. This could be in a related area.

2. Alternative Credit Option

- a. Philosophy. To encourage professional growth and life-long learning, the College recognizes various activities both inside and outside the traditional academic framework as criteria for the awarding of alternative credits. These activities may consist of instruction by others or experiential learning/self study/creative performance.
- b. Criteria for the awarding of credits:
 - i. Activities used for alternative credit for promotion purposes may not be used to fulfill the other required categories, i.e., community service or professional development.
 - ii. The activity must be career related and be a benefit to the College. It may be outside of the faculty member's discipline or interdisciplinary in nature.
 - iii. The applicant must propose a coherent program that demonstrates comparability to graduate course work. The program must state clear learning objectives.
 - iv. The activity must result in a product which may take any number of forms including:

- A new course*
- A revision in an academic program*
- A new module for an existing course*
- A publication
- A performance or art show
- A conference presentation
- A patented invention

- v. * It is the activity (e.g., workshop, short course, conference, meeting) for which alternative credit may be awarded, not the development of a course, revision of a program, or new module for a course per se.
- vi. The faculty member must provide documentation of work. The documentation may include certificates of attendance for workshops, programs for performances or art exhibits, conference agenda, abstracts for presentations, or publications.
- vii. As equivalent of one academic credit will be awarded for approximately 30-45 clock hours of work. Credits may be earned in half-credit units.

- F. Promotion. Promotion in rank will result in placement at the same salary amount at the promoted rank plus one additional step for that rank. This will be in addition to any step normally granted at the beginning of a new fiscal year.
- G. Salary Increases. Any increase in salary (cost of living, step increment, reclassification, promotion or merit increment) is contingent upon available financial resources and Board of Trustees' approval.