

6Hx19-2.27 CRITERIA FOR INSTRUCTIONAL RANKS AND PAY LEVELS OF INSTRUCTIONAL PERSONNEL

The purpose of this Board Rule is to establish Board policy relating to instructional ranks and pay levels for instructional Personnel.

STATEMENT OF INSTRUCTIONAL PHILOSOPHY

Pursuant to the educational philosophy outlined in Pasco-Hernando Community College's *Mission Statement*, instructional personnel at the College are expected to embrace and exemplify the highest ideals and standards of the teaching profession. Their classroom performance should reflect a strong personal commitment to professional competence within their subject area(s), as well as to the practice and advancement of the art of teaching. Professional development to achieve these goals may include, but is not limited to: scholarly writing; participation in appropriate professional workshops, seminars, and organizations; and pursuit of advanced academic credentials and/or professional licenses.

I. CRITERIA FOR RANKS OF INSTRUCTIONAL PERSONNEL

The College's criteria for defining the instructional ranks of Instructor, Assistant Professor, Associate Professor, and Professor are described below:

A. Instructor

All full-time and adjunct instructional personnel who satisfy the minimum requirements for their position will be ranked as an Instructor.

B. Assistant Professor

In addition to meeting the minimum requirements for instructional personnel, candidates for the rank of Assistant Professor must be full-time instructors and must either:

- a. possess a Bachelor's Degree or higher in the subject area or a closely related area and have a minimum of eight years of successful full-time teaching experience, at least five of which must be at the college level, or
- b. possess a Master's Degree or higher in the subject area or a closely related area, and have a minimum of three years of successful full-time teaching experience at the college level.

6Hx19-2.27

**Criteria, Instructional Ranks and
Pay Levels Instructional Personnel**

C. Associate Professor

In addition to meeting the minimum requirements for Assistant Professor, candidates for the rank of Associate Professor must either:

- a. possess a Master's Degree or higher in the subject area or a closely related area, and have a minimum of 12 years of successful full-time teaching experience, at least eight of which must be at the college level, or
- b. have successfully completed at least 15 semester hours of graduate level coursework, within or closely related to the subject area, beyond and subsequent to the Master's Degree and have a minimum of 10 years of successful full-time teaching experience, at least five of which must be at the college level, or
- c. have successfully completed at least 30 semester hours of graduate level coursework, within or closely related to the subject area, beyond and subsequent to the Master's Degree and have a minimum of eight years of successful full-time teaching experience, at least five of which must be at the college level, or
- d. possess a Doctorate in any field with a major or minor in the subject area or in a field closely related to the subject area or in education, and have a minimum of five years of successful full-time teaching experience at the college level.

D. Professor

In addition to meeting the minimum requirements for Associate Professor, candidates for the rank of Professor must either:

- a. have successfully completed at least 30 semester hours of graduate level coursework, within or closely related to the subject area, beyond and subsequent to the Master's Degree and have a minimum of 15 years of successful full-time teaching experience, at least 10 of which must be at the college level, or

6Hx19-2.27

**Criteria, Instructional Ranks and
Pay Levels Instructional Personnel**

- b. possess a Doctorate in any field with a major or minor in the subject area or in a field closely related to the subject area or in education, and have a minimum of eight years of successful teaching experience at the college level.

II. SUBSTITUTIONS FOR RELATED WORK EXPERIENCE, PHSC CLUB SPONSORSHIP, AND COMMUNITY SERVICES

- A. Up to four years of documented related full-time work experience may be substituted on a one-for-one basis for full-time teaching experience but cannot substitute for college-level teaching experience.
- B. Up to four years of documented community service, including sponsorship of PHCC clubs or organizations, may be substituted on a two-for-one basis (i.e., two years of community service for one year of credit) for full-time teaching experience but cannot substitute for college-level teaching experience.

III. THE CRITERIA FOR DEFINING THE PAY LEVELS OF INSTRUCTIONAL PERSONNEL.

The College's criteria for defining the pay levels of instructional personnel are described below:

A. Level III

Faculty at this level are normally instructional personnel in the career and technical program areas and may be required to have a Baccalaureate Degree in the area of specialization and/or comparable work experience. Certificates of proficiency in various industrial areas, licenses, and related seminars, workshops, and course work shall be considered in meeting teaching qualifications in the career and technical areas.

B. Level II

Faculty at this level will have earned a Master's Degree with a minimum of 18 graduate level semester hours in the actual teaching field.

6Hx19-2.27

**Criteria, Instructional Ranks and
Pay Levels Instructional Personnel**

C. Level II + 15

Faculty considered for the Level II + 15 shall have earned at least 15 additional graduate semester hours beyond and subsequent to the awarding of the Master's Degree. The 15 hours should be in the teaching field, in general education administration, or in a subject area closely related to the teaching field, and in an organized program toward an advanced degree from an accredited institution.

D. Level II + 30

Faculty considered for the Level II + 30 shall have earned at least 30 additional graduate hours beyond and subsequent to the awarding of the Master's Degree. These 30 hours should be in the teaching field, in general education administration, or in a subject area closely related to the teaching field, and in an organized program toward an advanced degree from an accredited institution.

E. Level I

Faculty qualifying for the Level I shall hold a Doctorate Degree from an accredited institution with a major or minor in the subject area or in a field closely related to the subject area or in education. To be considered for a Level I, the person must have completed a minimum of five years of postsecondary teaching.

IV. FACULTY EMERITUS/EMERITA

Upon retirement, a faculty member with at least 15 years of full-time teaching service to the College should submit a written request to the President that the title of Emeritus or Emerita be added to his or her faculty ranking, e.g., Professor Emerita, Associate Professor Emerita.

V. MINIMUM PROFESSIONAL REQUIREMENTS FOR INSTRUCTIONAL PERSONNEL

The minimum academic and/or experiential requirements for teaching in the various types of programs and courses at the College are described in Board Rule 6Hx19-2.55, Minimum Professional Requirements for Selection of Instructional Personnel for Continued Employment or Placement on Continuing Contract. The *Pasco-Hernando State College Faculty Credentials Manual* contains more detailed information regarding the minimum academic and/or experiential requirements for teaching in the College's various types of programs and courses. All minimum requirements apply to both full-time and adjunct faculty.

**6Hx19-2.27
Criteria, Instructional Ranks and
Pay Levels Instructional Personnel**

VI. POLICY FOR CHANGES IN PAY LEVEL AND INSTRUCTIONAL RANK

The President shall establish procedures for effecting changes in pay levels or instructional rank and all such changes shall be subject to approval by the Board on recommendation of the President.

Rule Adopted: 4/11/74; 8/25/75; 8/20/79; 9/17/79; 11/19/79; 8/17/81; 5/19/86;
6/15/87; 11/16/87; 1/22/91; *7/18/95; 9/12/95; 10/21/97; 7/20/99;
*7/19/05; 9/20/05; 11/18/08

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*7/19/05; 11/18/08

**Reviewed:
President's Administrative Leadership Team – Non-Substantive/Editorial: 6/11/18**

Legal Authority:

General Authority: Florida Statutes: 1001.64; 1001.65

Other References:

Law Implemented: Florida Statutes: 1001.64(1)(2)(4)(18)(43)(44);
1001.65(1)(3)(12)(16)(24)

Proposer: Timothy L. Beard, President

*Emergency Approval