

6Hx19-2.27 Criteria for Instructional Ranks and Pay Levels of Instructional Personnel

This Board Policy establishes instructional ranks and pay levels for instructional personnel.

I. Criteria for Instructional Ranks and Pay Levels

The Pasco-Hernando State College's (College) 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.

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
- 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, Club Sponsorship, and Community Service

- 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 Pasco-Hernando State College (PHSC) 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. Criteria for Defining the Pay Levels of Instructional Personnel

Instructional personnel pay levels shall be based on rank, as outlined above, except that no newly hired faculty shall be appointed directly to the rank of Professor.

Newly hired faculty will be ranked based on educational degrees and years of experience up to an Associate Professor level and will be granted up to a maximum of eight years for previous full-time teaching and/or related work experience. Years of previous experience may be granted by either of two methods to accumulate the maximum of eight:

1. One year for each year of full-time teaching experience.
2. One year for each year of full-time work experience related to the subject area, as evaluated by the President, or designee.

One year shall be defined as full-time employment and shall be for one day more than one half of a contract year. No more than one year is to be granted during any fiscal year.

Consideration will be given for years of experience in military service that was of a direct instructional nature such as appointments as Professor or Assistant Professor of Military Science and Tactics or full-time instructor duty assignments where such instruction consisted primarily of lecture-laboratory activities. One year may be granted for each year of documented experience. These years of experience may be included in the maximum of eight years that are awarded for work experience for new employees.

A non-faculty College employee who is selected to be a full-time faculty member will be granted up to a maximum of eight years for previous full-time teaching and/or related work experience in accordance with this Board Policy plus the years of full-time teaching and/or related work experience at PHSC.

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