

## **GUIDELINES FOR HIRING ABOVE THE RANK OF INSTRUCTOR**

Faculty who have held a rank above the level of Instructor while employed full-time at an accredited two- or four-year college or university shall be granted that rank as a full-time or adjunct faculty member at Suffolk County Community College, except that in no case will faculty be hired at the rank of Professor.

In all other cases, the Campus Executive Dean shall make a recommendation to the Vice President for Academic and Student Affairs, who will decide on the rank to be offered to new full- and part-time faculty. The following guidelines shall be used in making these determinations.

1. Full- and part-time faculty coming to the College without full-time academic rank from another accredited institution will be considered for the rank of Assistant Professor or Associate Professor on an individual basis, with the following criteria to be applied:
  - a. Proof of attainment of an equivalent adjunct rank at another accredited institution prior to being hired at the College, with such rank having been achieved in a manner comparable to having satisfied requirements for promotion to the equivalent rank at the College; or
  - b. A record of distinguished educational or professional achievements that are significantly above the minimum required for promotion to the proposed rank; or
  - c. Achievement of an exceptional career history as demonstrated by either regional, state, or national recognition within the specified industry/ field, or recognition in an equivalent corporate or professional capacity.
2. Faculty who have worked at an accredited college or university where attainment of rank was not available shall have their rank determined through a comprehensive evaluation of their years of experience teaching in the discipline, educational attainment, performance of professional responsibilities, sustained professional development beyond a masters degree, and college/community service.

**NOTE:** It is the responsibility of the faculty member to obtain and submit to the appropriate administrator all documents required to verify that the stated criteria have been met.

*Approved by Executive Council  
August 4, 2009; Effective August 21, 2009*