

Northern Marianas College Procedure



Procedure No.: 5011.1 Procedure Title: Faculty Ranking
Issuing Date: 5/09/2022 Adoption Date: 10/18/2016 Effective Date: 10/18/2016
Revised Date: 5/09/2022
Office of Origin: Human Resources Office
Procedure Approval Authority: President
Board Policy No. associate with this procedure: 5011
This Procedure Supersedes/Replaces:

The written steps are 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 may recommend rank be awarded in accordance with the following procedure. The President shall take the Faculty Senate's recommendation into consideration when awarding rank.

Procedure details **CRITERIA GOVERNING ACADEMIC RANK**

Rank

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

- a) number of years of service as a full-time faculty member at the Northern Marianas College (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 are summarized below:

Professor

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

- 5 years of 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 the field

Associate Professor

Faculty may 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

Assistant Professor II

Faculty may 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

Assistant Professor I

Faculty may 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 may obtain the rank of Instructor by virtue of holding a Master's degree.

Specialty Instructor

Faculty may 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 may 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 subject to the sole discretion of the President.

Employee Pay, Compensation and Benefits

Employee pay, compensation and benefits are delineated under separate NMC policy and procedures. Rank and advancement may be conferred with or without

concurrent adjustment of salary, compensation, or benefits subject to the availability of resources, and the discretion of the President.

Terms and Definitions

“Years of service” refers to the number of completed years employed at NMC as a full-time faculty member.

“Faculty” is defined as any full-time employee whose employment contract designates as faculty.

References

HR Policy 5011