

within the provisions of College policy. The Academic Dean should be consulted in making the choice of which learned society to join if the College is covering the expenses involved in attending the meeting or attendance is on College time.

12. Serve as sponsor, advisor, counselor, or head of student groups as may be arranged by the administrative officers.
13. Attend and participate in assemblies and general faculty and staff meetings, departmental activities and meetings, colloquiums, and graduation. Attendance at co-curricular campus activities is encouraged.
14. Be concerned with and assist in the cultural, moral, and ethical development of students.
15. Administer the class attendance regulations as outlined in the College Catalogue.
16. Arrange in advance, whenever possible, with the Department Head for necessary absences from class appointments for field trips or other activities and assist in obtaining substitutes.
17. Participate as requested in co-curricular activities of the College.
18. Schedule and post regular office hours for student conferences of not less than eight hours weekly.
19. Be responsible for all classroom guest speakers, audio-visual equipment/materials, and programmes to ensure that they meet the ethical and professional standards of the College.
20. Become acquainted with students on a one-to-one basis and within the bounds of professional conduct.

## TERMS AND CONDITIONS OF SERVICE

The systematic ranking of faculty is based upon criteria including qualification, leadership, teaching, and service. The H. Lavity Stouff Community College assumes the responsibility to put into operation an acceptable method by which all of its faculty will be regularly ranked\_

### CLASSIFICATION AND CONSIDERATIONS

The Board of Governors of the H. Lavity Stouff Community College appoints full time members of the faculty in the ranks of Assistant Lecturer, Lecturer, Senior Lecturer, and Principal Lecturer.

The following are the basic criteria considered in the ranking of faculty members. It must be understood that promotion in rank is not automatic when these minimum requirements are met. They provide only a basis for consideration.

### **CRITERIA FOR PROFESSIONAL EXPERIENCE AND SUCCESSFUL TEACHING**

In addition to basic academic requirements, the criteria are as follows:

1. Three years of related professional experience are recognized as one year of teaching at the tertiary level.
2. Three years of teaching at the primary level are recognized as one year of teaching at the tertiary level.
3. Two years of teaching at the secondary level are recognized as one year of teaching at the tertiary level.
4. A maximum of six years credit at the tertiary level may be given.

#### ***Assistant Lecturer***

A full time faculty member satisfying the following

1. The holder of a minimum of a Bachelor's Degree from an accredited or recognized institution and less than three years of teaching experience.

#### ***Lecturer***

A full time faculty member satisfying one of the following

1. The holder of an earned Doctoral Degree from an accredited or recognized institution and less than three years of teaching experience.
2. A Master's Degree or its equivalent from an accredited or recognized institution and three years of teaching.

***Senior Lecturer***

A full time faculty member satisfying one of the following:

1. The holder of an earned Doctoral Degree from an accredited or recognized institution and a minimum of four years of teaching or other academic experience with evidence of continuing scholarship.
2. A Master's Degree or its equivalent from an accredited or recognized institution and seven years-of successful teaching or other academic experience as a Lecturer, and evidence of continuing scholarship.

A significant portfolio of professional accomplishment and activities shall ascertain continuing scholarship. Such activities may include: books, scholarly publications, additional graduate work, attendance at workshops and professional conferences, professional registrations, specialty certifications, patents, exhibitions, professional practice, consulting, or research.

Successful teaching experience is characterized by the presentation of the material in an organized and interesting manner, motivation of students, effective use of classroom time, clearly written classroom policies and course objectives, and timely grading. There should be willingness and availability for help, perception of fairness, mastery of material on the part of lecturer, keeping of accurate records, and a willingness to admit mistakes and unknown information. The development of organized learning activities, display of professional ethics and attitudes, a general enjoyment of students and desire to impart knowledge, the encouragement of critical thinking and the development of creativity in students will also be taken into consideration.

Successful teaching experience shall be determined by an examination of syllabi and related materials; class visitation; submitted samples of directed work of students; interviews with colleagues, students, and with the lecturer; and recognition by students and colleagues by receiving of awards, positive evaluations, and other relevant evidence.

***Principal Lecturer***

A full time faculty member satisfying the following:

1. An earned Doctoral Degree from an accredited or recognized institution and ten years of teaching as a senior lecturer or other academic experience at the tertiary level.
2. Notable recognition on the part of the departmental colleagues, professionals in the field, and the College of the faculty member's dedication and excellence in teaching, scholarly activity, and support of the ideals of the College and higher education.

Excellence in teaching shall be determined by an examination of syllabi and related materials, evidence of curriculum development, leadership in departmental activities, and dedication to

student advising, Class visitation; submitted samples of directed work of students; the success of former students; interviews with colleagues, students, and with the faculty member; teaching awards received; and the gathering of other relevant evidence including evaluation will also be considered. The faculty member must exhibit a special dedication and expertise for teaching.

Scholarly activity shall be demonstrated by means of some of the following: published research in books or recognized scholarly journals, development and publication of textbooks, a regular pattern of published articles, patents, or presentations, and significant research and development activities in industry or academic areas. Involvement in national professional societies, continuing education, professional practice, consulting, successful writing of grant proposals, and other recognized activities would also be considered.

Not all the faculty need to have demonstrated equal proficiency in the areas of teaching, scholarly activity, and commitment, but significant accomplishment is expected in all, with excellence in one of these.

## **RANKING PROCEDURE**

Eligibility for promotion in rank shall be evaluated by the President's Cabinet and the Faculty Rank Committee, which is appointed each year by faculty. The general procedure is as follows:

1. Accurate data on each faculty member is assembled and kept on file for annual review and reference. Results of all four evaluation instruments (student, peer, self, and department head) or copies thereof become part of the permanent file of each faculty member and are used in the ranking procedure to help determine whether the faculty member has had "successful teaching experience." Applications for ranking will be processed only if accompanied by these supporting documents supplied by the respective faculty, Department Head, and Academic Dean.

2. Each year the committee performs the following tasks:

Recommendation from the Faculty Rank Committee with respect to each faculty member eligible for promotion is submitted to the President's Cabinet. (In addition to already mentioned criteria, faculty members may be eligible for adjustment in rank on reaching the end of the salary scale, attaining advance qualifications, or when there is a vacancy in the scale above. Faculty members may apply or administration recommend a review of their present rank.) Recommendations are forwarded to the Board.

- The President of the College informs the faculty of the actions taken by the Board.
- Copies of letters or other formal notifications to individual faculty members with respect to the Board's actions are sent to the Faculty Rank Committee for inclusion in its files.

## **SPECIAL FACULTY CLASSIFICATION**

The Board of Governors may assign a person special faculty classification on the recommendation of the President.

Special classification may be assigned to an employee or non-employee of the College who enriches its offerings as lecturer, researcher, clinical, or laboratory resource person in any of its activities. Each appointment shall contain the specific financial (if any) and other arrangements that shall govern it. The time period during which the classification shall remain valid shall also be specified at the time that the classification is assigned.

Special faculty classifications are not of themselves continuous appointment track positions. Special faculty classification appointees if not already employed by HLSCC also do not additionally receive credit toward retirement.

The College grants the following Special Faculty Classifications:

### *Adjunct Lecturer*

One who is not employed full time in an academic unit of the College, but who is fully qualified professionally and who performs on a part time basis, duties which would otherwise be assigned to members of the full time faculty. The person should possess at least a Bachelor's Degree or equivalent from an accredited or recognized institution. The person should also have significant experience in their given field of specialty.

### *Clinical Lecturer*

One who, on an occasional or part time basis, supervises student clinical experiences and who possesses at least a Bachelor's Degree or equivalent from an accredited or recognized institution. The person should also have significant experience in a given field of specialty.

### *Guest Lecturer*

One who teaches a course or presents a series of lectures occasionally for the College, either for a short period or for a semester.

### *Affiliate Rank*

The HLSCC Board of Governors may assign faculty members employed by and holding rank at an institution affiliated with H. Lavity Stoutt Community College and who also teach on behalf of HLSCC, a special classification. The rank title shall have the "Affiliate" designation

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preceding the title of the rank held at the affiliated school, such as Affiliate Lecturer of English or Affiliate Senior Lecturer of History, etc., for the duration of the appointment.

### *Other Special Classifications*

Retired faculty members with twenty or more years teaching experience in the professional ranks may be given the rank of "Principal Lecturer Emeritus" or "Senior Lecturer Emeritus." All other retired faculty who continue to teach on a part-time or temporary basis retain the rank held-at the time of retirement. Emeritus is an honorary distinction conferred by the action of the Board of Governors.

Distinguished artists or writers who reside in the community and contribute to the academic program in a significant way may be given the title "Artist, Poet, Writer, Sculptor, etc., In Residence."

The normal load for the different faculty categories is as follows:

**Principal Lecturer:** 9 - 12 semester hours of teaching and not more than three courses plus activities as outlined under "principal lecturer;"

**Senior Lecturer:** 15 - 19 semester hours of teaching and not more than six courses (if appointed as department head, will teach 12 credit hours and not more than three courses);

**Lecturer:** 15 - 19 semester hours of teaching and not more than six courses; and

**Assistant Lecturer:** 15 - 19 semester hours of teaching and not more than six courses.

Co-curricular and extra curricular activities such as service outside of the institution, consulting, community involvement, leadership, etc., may also be considered in determining teaching load.

The President of the College is responsible for the recruiting and hiring of faculty and staff. The Vice Presidents, Academic Dean, Bursar, Registrar, Academic Coordinators, Department Heads and other members of the faculty may share this responsibility by making available to the President any relevant information they may possess concerning available candidates.