

Faculty Professional Growth Plan Policy

The following policy will be used to guide the College in determining rank increases for faculty. The policy follows and is consistent with the Alabama Community College Board of Trustees [Policy 605.02: Faculty Qualifications](#) and the [Chancellor's Procedure for Policy 605.02](#).

1. Initial rank placement for a faculty member is determined by the instructor qualifications as outlined in [Policy 605.02: Faculty Qualifications](#).
2. Advancement in Rank Through the Professional Growth Plan
 - a. The College's official Faculty Professional Growth Plan will be used by the instructor to notify the college of a desire to pursue additional credentials for advancement in faculty rank. A new plan must be submitted when an instructor desires to advance to any rank not covered by a previously approved plan. If an instructor's plan is for the purpose of rank advancement, the plan must be approved by the President in advance of the instructor commencing the course of study included in the plan.
 - b. Under this policy, the President is not required to approve a Faculty Professional Growth Plan. The President may consider the fiscal and instructional needs of the College prior to approving/disapproving a Faculty Professional Growth Plan.
 - c. The Executive Vice President/Vice President of Instructional Services is the administrator responsible for establishing the instructor's initial rank (with the President's approval) which determines appropriate starting salary, assisting the instructor in developing his/her professional growth plan, and assisting the instructor in advancing in rank by approving the appropriate plan.
 - d. The Faculty Professional Growth Plan can be found under My Trenholm → "Alabama.edu My Trenholm Portal" under Academics in Internal Forms. It should be completed by the instructor and routed to the appropriate dean, the Vice President of Instructional Services, and the President for approval/disapproval.
 - e. The instructors' professional growth plans ("plans") shall be maintained in their respective personnel files in the College's Human Resources office. Plans will be utilized to verify instructor changes in rank. A professional growth plan approved by the President will be the only means by which an instructor can advance in rank at the College.
 - f. Instructor rank may change only once per year. The instructor must provide documentation to verify accomplishment of planned activities to qualify for advancement in rank prior to September 1 each year.
3. Advancement in Rank by Means of Additional College/University Education
 - a. The professional growth plan for an instructor who seeks to advance in rank by means of additional college/university coursework must include an approved course of study with appropriate college/university advisor signature(s). This course of study must lead to the appropriate standard required to advance to the intended rank. A college/university advisor, with the student's permission, may change the course of study, but the changes must lead to the same standard with the same major to allow the instructor to advance to the appropriate higher rank. A course of study is defined as a complete list of all courses and other work (such as research, thesis, examinations, or dissertation) required by the college/university granting the degree. All changes to the course of study must be submitted to College President

for approval. Official transcripts verifying the completion of the course of study and the awarding of any required degree as outlined in the plan must be submitted to the President before the rank increase is approved.

- b. An instructor who changes instructional programs prior to achieving the higher rank may change majors included in the professional growth plan with approval of the President. The revised plan will include the new course of study signed by the college/university advisor.
4. Fulfilling the In-Field Requirement for Advancement in Rank for Group B and Group C Instructors
 - a. The information in this section is only applicable to instructors in Group B and Group C.
 - b. Instructors who wish to use corporate or other external training as a graduate semester hour equivalency to meet the in-field requirement must include the plan for obtaining the corporate and/or external training in the Faculty Professional Growth Plan that is approved by the President.
5. General Considerations for Rank Placement and Increase
 - a. For initial assignment or advancement to a given rank, a Group A instructor must meet both the degree requirement and the in-field requirement of that rank; Group B and Group C instructors must meet the degree requirement, the in-field requirement, and the work requirement.
 - b. Instructors in Group C (i.e., those who teach in programs in which the highest award is a short-term certificate or certificate) may be considered “grandfathered” in that credential group and in their current rank if the college makes the decision to change the program to one in which the associate degree is offered. An instructor so grandfathered will follow the policy and procedures for increasing rank in Group C. Decisions of this nature shall be applied consistently.