

## **Title, Rank, and Faculty Evaluation**

### **Title**

All full-time faculty are eligible to receive title at Ranger College. Faculty rank is based on satisfactory years of service and will automatically be applied with no application necessary. Degrees held will not affect title. A change in title will not result in a monetary award. All titles will be recorded in the faculty member's personnel file in the Human Resources office and will appear on the annual employment contracts. The Office of the President can award title based on merit without regard to years of service, with the approval of the Board of Regents.

Newly hired faculty will be allowed to carry their previous rank to Ranger College.

For full-time faculty, there are four levels of academic rank:

Instructor	0 to 2 years at Ranger College
Assistant Professor	2 to 6 years at Ranger College
Associate Professor	6 to 15 years at Ranger College
Professor	15+ years at Ranger College

Title for adjunct faculty will be "Instructor" for the duration of their service at Ranger College.

### **Student Evaluation of Faculty**

Student evaluations of faculty will be initiated by the Vice President for Instruction and will take place during the fall or spring term. Student evaluations forms/instruments will be approved by an assigned committee and completed forms will be retained by the Vice President for Instruction for a period of time. Faculty will view a summary of the evaluation during the formal faculty evaluation session.

### **Supervisor's Evaluation of Faculty**

1. The Vice President for Instruction will coordinate the evaluation process.
2. Supervisor's evaluations of faculty will take place once per year, preferably no later than late March or early April.
3. Supervisors conducting evaluations of faculty members may include the Dean, Program Director, Division Chair, and/or the Vice President for Instruction.
4. After each evaluation, a conference will be held with the supervisor(s) and faculty member. After reviewing the evaluation instruments(s), those instruments will be signed by the employee and supervisor(s).
5. Completed evaluations will be forwarded to the Human Resources Office and placed in employee personnel files.
6. A rating of "satisfactory" is the norm acceptable for continued employment.
7. A composite rating of "unsatisfactory" warrants immediate remedial action on the part of the faculty member. This remedial action is taken during a probationary period established by the Vice President for Instruction. At the end of the probationary period, a re-evaluation process of the employee takes place. If the new "overall appraisal" is at the "satisfactory"

level, continued employment will be in order. Should the new "overall appraisal" be below a "fair" level, termination of employment would be in order.

**Evaluation Appeal:** If an employee disagrees with a supervisor's evaluation, he/she may appeal to the President, who will either:

1. Deny the appeal and place the evaluation instrument in the employee's personnel file;  
or
2. Name (with the employee's concurrence) an Evaluation Team of three individuals who would conduct a special evaluation of the employee's work with the special evaluation instrument and/or summary being placed in the employee's personnel file.