

## **Faculty Title Application Guidelines for the Title of PROFESSOR**

If you meet the criteria (12 years total work experience with a minimum of 3 years at GTCC, Master's Degree plus 18 hours of graduate coursework in the field/related field and/or certifications) to apply for professor, the following will help you as you submit documentation of your scholarly/professional work:

- The committee expects a **MINIMUM of three (3)** specific examples of professional/scholarly work. These **three** examples must be solely your own work. However, if any of the examples are co-presentations or co-authorships, they will count as partial examples and will be prorated during committee review.
- These examples should have been completed recently (the last ten years) and during your time at GTCC.
- The examples should demonstrate a significant scholarly or professional contribution to your field of study and should be distinctly different from each other in terms of topic and venue of presentation.
- Documentation to the committee should include a description of the scholarly/professional endeavor and supporting paperwork (ex. If you've presented at a conference, include a copy of that part of the program that includes your presentation.) The documentation/supporting paperwork should be carefully labeled and organized and should be physically included with the application. If documentation exists online, the link should be included in the description, and also emailed to the chair of the Faculty Title Committee.
- College committee work does **NOT** qualify as a major professional/scholarly contribution. However, professional or scholarly committee work which leads to a productive, distinctive, noteworthy and specified outcome (ex. organization of a professional conference or publication of an article) can qualify.
- Online course development does **NOT** qualify as a major professional/scholarly contribution, unless the course is a completely new course in the field and has been submitted to the NCCCS as such.