FACULTY TITLES
Guilford Technical Community College
Information and Application Instructions

The purpose of this program is to provide a system of titles for the faculty at Guilford Technical Community College. The system is intended to serve both the faculty and the college by encouraging continued professional growth and by rewarding service to the college. This plan is not intended to have an impact on faculty status, tenure, salaries, or workloads.

The guidelines contained within this program are implemented by the Faculty Title Committee of the Faculty Association. The committee contains at least one faculty member from each academic division of the college. The committee makes recommendations to the President of the college, who then either confirms or denies the title. Final approval of a faculty member's title requires that the faculty member be in good standing with the college.

No title beyond that of instructor is automatically assigned by GTCC. To change a title, a faculty member must formally apply for a change of title to the Faculty Title Committee. The application should include: 1) a **completed** and **signed** faculty title application form, 2) documentation of work history, course work, and/or credentials **not on file** with Human Resources at GTCC, and 3). for faculty applying for the title of full professor, at least three samples of the most recent evidence of professional/scholarly activities. Photocopies of documentation are acceptable. All material included in the application will become part of a permanent file in the Human Resources department and cannot be returned. The completed and signed application form along with any accompanying materials should be sent via campus mail to: **Faculty Title Committee, Campus Box 49.** Please note that by signing the application form, the faculty member agrees to allow Human Resources to verify the information provided on the form.

The Faculty Titles at GTCC are as follows:

Instructor: The title of *Instructor* will be used for any faculty member with fewer than nine months of full-time teaching at GTCC.

Assistant Professor: The title of *Assistant Professor* may be applied for by any full-time faculty member with at least nine months of full-time teaching at GTCC and three (3) total years of work experience as credited by the college. A minimum of a Bachelor's degree and/or comparable certifications appropriate to the field are required to apply for this title.

Associate Professor: The title of *Associate Professor* may be applied for by any full-time faculty member with at least nine months of full-time teaching at GTCC and eight total years of work experience as credited by the college. A minimum of a Master's degree is required to apply for this title.

Professor: The title of *Professor* may be applied for by any full-time faculty member with at least three years of full-time teaching at GTCC and twelve total years of work experience as credited by the college. A minimum of a Master's degree in the field or a related field, plus an additional eighteen hours of credit in the field (or related field) and/or certifications (equivalent to 864 clock hours) appropriate to the field are required to apply for this title. The application for this title should include evidence and documentation of professional and/or scholarly activities; there is an additional information sheet listing guidelines for these activities.