

## Faculty Title Application

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Years of service (full time/tenure): \_\_\_\_\_ through \_\_\_\_\_

Department: \_\_\_\_\_

Title applying for: \_\_\_\_\_

**In the space provided describe or provide documentation toward progress in criteria 2, 3, or 4 of the tenure application process.**

Criteria 2:

Professional Growth

- a. Graduate credit hours or the equivalent earned above the minimum requirement.
- b. Attendance at seminars, workshops, in-service training programs and professional meetings.

Criteria 3:

Service to School

- a. Service on standing and *ad hoc* committees, as evaluated by the committee chairperson.
- b. Sponsorship of student organizations.
- c. Extracurricular activities and service.
- d. Support of community and civic activities.

Criteria 4:

Service to the Profession at the state and national level.

- a. Consulting.
- b. Committees.
- c. Panels, workshops, seminars.
- d. Papers.

**Faculty Titles at Southwest Texas Junior College**  
**Instructor – Assistant Professor – Associate Professor – Professor**  
**Professor Emeritus – Honorary Professor Emeritus**

**In order to be eligible for promotion consideration from Instructor, a teaching faculty member must have completed the following requirements in a full-time tenured or tenure-track position.**

**Assistant Professor:** To be eligible for consideration for promotion to this rank, a faculty member must have completed a minimum of three (3) years as an Instructor at Southwest Texas Junior College, and provide documentation of satisfactory progress in two (2) areas of the criteria from two (2), three (3), or four (4) of the tenure application.

**Associate Professor:** To be eligible for consideration for promotion to this rank, a faculty member must have completed a minimum of three (3) years as an Assistant Professor at Southwest Texas Junior College, and provide documentation of additional progress in criteria two (2), three (3), and four (4) of the tenure application.

**Professor:** To be eligible for consideration for promotion to this rank a faculty member must have completed a minimum of four (4) years as an Associate Professor at Southwest Texas Junior College, and have been awarded tenure status by the tenure committee.

**Professor Emeritus:** Upon retirement from Southwest Texas Junior College, a faculty member must have attained the rank of Professor and received recognition for outstanding service, i.e. SWTJC Outstanding Faculty Member Award, SWTJC Faculty Association Teaching Excellence Award, or other awards approved by the SWTJC Faculty Evaluation Committee and SWTJC administration. Final approval will be granted by the Board of Trustees.

**Honorary Professor Emeritus:** In extraordinary cases and where a faculty member's service is strongly identified and worthy of continuing recognition, a recommendation for awarding this title may be made to the Faculty Evaluation Committee by any Southwest Texas Junior College employee. The committee's recommendation will be forwarded to the Dean of Instructional Services, and final approval will be granted by the Board of Trustees.