

Dear Faculty Member:

Attached is a checklist to be used a guide for those faculty members who wish to apply for the academic rank of "Professor." Basically, the procedure is a letter of application and fulfilling the minimum requirements detailed in the checklist.

The completed letter of application and supporting documentation should then be submitted no later than **October 30th** to Kristina Kauffman in the Office of Institutional Effectiveness. These materials will be forwarded to the Professional Growth and Sabbatical Leave Committee for review.

As detailed in RCCD Board Policy 4000, the committee will review the application and upon approval will forward it to an ad hoc committee "formed to work with the candidate. This committee will consist of two Academic Senate Presidents appointed by the Academic Senate and an administrator appointed by the Chancellor. This Committee will review and evaluate the qualifications of the candidate, based on the criteria for achieving the rank, and make a recommendation to the President of the College. Upon approval, the President of the College shall make a recommendation to the Chancellor, who will make a recommendation to the Board of Trustees."