

**TRENHOLM STATE COMMUNITY COLLEGE  
FACULTY PROFESSIONAL GROWTH PLAN**

**Instructions:** This form should be completed *before* commencing any education and/or training for a rank increase. Please read each question carefully and answer the questions completely. Before beginning, review the attached charts for the requirements associated with each rank for each faculty group. If you have any questions about your faculty group or rank requirements, please contact your instructional dean.

**Section I: General Information**

1. Instructor Name:
2. Current Teaching Field(s):
3. Current Rank:                I        II        III        IV
4. Requested Rank Increase:                II        III        IV
5. Current Teaching Field Faculty Group:

**Group A.** This group of requirements shall be used for instructors teaching credit courses in the following areas: humanities/fine arts; social/behavioral sciences; natural sciences/ mathematics; and in professional and career technical areas that are components of associate degree programs designed for or usually resulting in college transfer to baccalaureate degree programs. This group is also used for instructors teaching credit courses that are not designed for or do not usually result in college transfer in cases where articulation agreements exist that require instructors to maintain Group A credentials for transfer.

**Group B.** This group of requirements shall be used generally for instructors teaching credit courses in professional and career technical areas that are components of associate degree programs not usually resulting in college transfer to baccalaureate degree programs. There are courses that do not usually result in college transfer but that transfer under articulation agreements where instructors teaching those courses must be credentialed under Group A rather than Group B.

**Group C** This group of requirements shall be used for instructors teaching credit courses in certificate programs.

6. Please provide a brief description of your plan on how you intend to advance in rank:

7. Choose one of the following:

I plan to advance in rank through formal higher education alone. This option is available to all faculty groups. (Complete Sections II, IV, and V.)

I plan to advance in rank through a combination of formal higher education and corporate or other external formal training. This option is only available to faculty groups B and C. (Complete all Sections as appropriate.)

**SECTION II: Higher Education Degree/Course Information (available to all faculty groups)**

8. Degree you are seeking and/or number of credits you plan to complete:

9. Major:

10. Institution awarding degree or credit:

11. Planned completion date of degree or courses:

**A Plan or Course of Study must be attached.** This is a complete list of all courses required by the university granting the degree or the courses that are planned for completion. Any changes are subject to review by the Executive Vice President/Vice President of Instructional Services and written approval of the President at this College.

**SECTION III: Alternative In-Field Requirement for Rank Change for Group B and C Instructors Only:**

**A list of planned *formal* training experiences that are sponsored by state or nationally recognized training providers must be attached.**

Note: In order to calculate the hours of corporate or other formal or external training needed to be equivalent to graduate semester hours (GSH), use the following formula:

*NUMBER of GSH NEEDED X 1 hour of direct instruction per week X 15 weeks = NUMBER OF HOURS OF CORPORATE OR OTHER FORMAL EXTERNAL TRAINING.*

For example, 15 GSH = 225 hours of corporate or formal external training; 24 GSH = 360 hours of corporate or formal external training; 30 GSH = 450 hours of corporate or formal external training.

**SECTION IV: Using Rank Increase for Improvement (all faculty members)**

Describe how you will use your education and training to improve your program at the College and assume responsibilities commensurate with the rank increase.

**SECTION V: Acknowledgement**

My signature indicates that I understand that I must complete all of the proposed courses and/or training and submit transcripts and/or certificates of completion to the President's Office by September 1 of the academic year for advancement in rank. Any deviation from this Faculty Professional Growth Plan must be approved by the Executive Vice President/Vice President of Instructional Services and the President prior to being accepted for rank advancement. I understand that rank increases are contingent upon funding and the needs of the College.

Submitted: \_\_\_\_\_ Date: \_\_\_\_\_  
Instructor

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Instructional Dean

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Executive Vice President/VP of Instructional Services

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
President

## Faculty Credentials – Group A

This group of requirements shall be used for instructors teaching credit courses in the following areas: humanities/fine arts; social/behavioral sciences; natural sciences/mathematics; and in professional, occupational, and technical areas that are components of associate degree programs designed for college transfer. This group of requirements shall also be used for librarians and counselors.

	<b>Rank 0</b> <i>(See footnote 3)</i>	<b>Rank I</b>	<b>Rank II</b>	<b>Rank III</b>	<b>Rank IV</b>
Degree Requirements	Bachelor's Degree	(a) Master's Degree <b>or</b> (b) <i>(Acceptable only for creative and applied arts and occupational programs)</i> Baccalaureate Degree plus in-field requirements for option (c) below	Specialist Degree (minimum of a master's degree plus 30 additional GSH in a planned program)	Specialist Degree (minimum of 30 GSH beyond the master's degree in a planned program) plus 30 additional GSH	Earned Doctorate
In-Field Requirements	27 semester hours in the teaching field	(a) 18 GSH in the teaching field (b) 18 GSH in a combination of teaching field and/or related field or, if unavailable, 18 graduate semester hours in a combination of teaching field, related field or education <i>(see footnote 1)</i> <b>or</b> (c) <i>(Acceptable only for Degree Requirement (b) above)</i> 27 sem. hours in the teaching field, documented professional competency, and 3 years full-time experience in the occupational area	(a) 36 GSH in the teaching field <b>or</b> (b) 36 GSH in a combination of teaching field and/or related field; or, if unavailable, 36 GSH in a combination of teaching field, related field, or education <i>(see footnote 1)</i> <b>or</b> (c) 18 GSH in a major teaching field with 18 GSH in a second teaching area <i>(see footnote 2)</i>	(a) 54 GSH in the teaching field <b>or</b> (b) 54 GSH in a combination of the teaching field and/or related field; <b>or</b> , if unavailable, 54 GSH in a combination of teaching field, related field, and/or education <i>(see footnote 1)</i> <b>or</b> (c) 36 GSH in a major teaching field with 18 GSH in a second teaching area <i>(see footnote 2)</i>	(a) Earned doctorate in-field <b>or</b> (b) 54 GSH in teaching field <b>or</b> (c) 54 GSH in combination of teaching field, related field and/or education <i>(see footnote 1)</i> <b>or</b> (d) 36 GSH in a major teaching field with 18 GSH in a 2 <sup>nd</sup> teaching area <i>(see footnote 2)</i>

**Footnotes:**

- 1. This option only acceptable when total required GSH in the teaching field is unavailable at any accredited institution of higher education**
- 2. This option only acceptable when an instructor has two teaching assignments**
- 3. Instructors using these minimum requirements may only teach basic computation and communication skills in diploma or certificate programs or remedial courses**

## Faculty Credentials – Group B

This group of requirements shall be used for instructors teaching credit courses in professional, occupational, and technical areas that are components of associate degree programs not usually resulting in college transfer to senior institutions.

	<b>Rank 0</b>	<b>Rank I</b>	<b>Rank II</b>	<b>Rank III</b>	<b>Rank IV</b>
Degree Requirements	Associate Degree	Bachelor's Degree	(a) Master's Degree <b>or</b> (b) Bachelor's Degree plus the equivalent of 30 GSH as stipulated in option (c) below	(a) Specialist Degree (minimum of 30 GSH beyond the master's degree in a planned program) (b) Master's Degree plus the equivalent of 30 GSH as stipulated in option (c) below	(a) Specialist Degree (minimum of 30 GSH beyond the master's degree in a planned program) plus 30 additional GSH <b>or</b> (b) Specialist degree (minimum of 30 GSH beyond the master's degree in a planned program) plus the equivalent of 30 additional GSH as stipulated in option (c) below
In-Field Requirements	Major in assigned teaching area	(a) 27 semester hours in the teaching field <b>or</b> (b) Specialized coursework equivalent to the community or technical college program	(a) 18 GSH in the teaching field <b>or</b> (b) 18 GSH in a combination of teaching field and/or related field or if unavailable, 18 GSH in a combination of teaching field, related field, or education ( <i>see footnote 1 below</i> ) <b>or</b> (c) The equivalent of 30 GSH of corporate or other external formal training as determined for each program by a program standards committee appointed by the Chancellor and revised every 3 years	(a) 36 GSH in the teaching field <b>or</b> (b) 36 GSH in a combination of the teaching field and/or related field, or if unavailable, 36 GSH in a combination of teaching field, related field, or education ( <i>see footnote 1</i> ) <b>or</b> (c) 15 GSH in accordance with Degree Requirements (a) or (b) above plus the equivalent of 15 GSH of corporate or other external formal training as determined for each program by a program standards committee appointed by the Chancellor and revised every 3 years	(a) 36 GSH in the teaching field <b>or</b> (b) 36 GSH in a combination of the teaching field and/or related field, or if unavailable, 36 GSH in a combination of teaching field, related field, or education ( <i>see footnote 1</i> ) <b>or</b> (c) 24 GSH in accordance with Degree Requirements (a) or (b) above plus the equivalent of 30 GSH of corporate or other external formal training as determined for each program by a program standards committee appointed by the Chancellor and revised every 3 years ( <i>see footnote 2</i> )
Work Requirement	3 years successful full-time experience as a practitioner in-field	3 years successful full-time experience as a practitioner in-field	3 years of successful full-time experience as a practitioner in-field with competency demonstrated through successful completion of an approved occupational examination (e.g., NOCTI) within the first year of employment	3 years of successful full-time experience as a practitioner in-field with competency demonstrated through successful completion of an approved occupational examination (e.g., NOCTI) within the first year of employment	3 years of successful full-time experience as a practitioner in-field with competency demonstrated through successful completion of an approved occupational examination (e.g., NOCTI) within the first year of employment

**Footnotes:**

1. *This option only acceptable when total required GSH in the teaching field is unavailable at any accredited institution of higher education*
2. *The program standards committee appointed by the chancellor shall be composed of 2 technical Deans of Instruction and 2 instructors in the program area.*

## Faculty Credentials – Group C

This group of requirements shall be used for instructors teaching credit courses in diploma or certificate occupational programs. The associate degree program may be authorized, but is not usually required. A doctoral degree is not available in these teaching areas or related areas.

	<b>Rank 0</b>	<b>Rank I</b>	<b>Rank II</b>	<b>Rank III</b>	<b>Rank IV</b>
Degree Requirements	Associate Degree or equivalent (at least 60 semester hours in a planned program including associate degree core)	Associate Degree or equivalent (at least 60 semester hours in a planned program including associate degree core)	Bachelor's Degree	(a) Master's Degree <b>or</b> (b) Bachelor's Degree plus the equivalent of 30 additional GSH as stipulated in option (c) below	Specialist Degree (minimum of 30 GSH beyond the master's degree in a planned program)
In-Field Requirements	Specialized coursework equivalent to the community or technical college program.	Specialized coursework equivalent to the community or technical college program.	27 semester hours in the teaching field or related field	(a) 18 GSH in the teaching field <b>or</b> (b) 18 GSH in a combination of the teaching field and/or related field, or if unavailable, 18 GSH in a combination of teaching field, related field, or education ( <i>see footnote 1</i> ) <b>or</b> (c) the equivalent of 30 GSH of corporate or other external formal training as determined for each program by a program standards committee appointed by the Chancellor and revised every 3 years ( <i>see footnote 2</i> )	(a) 36 GSH in the teaching field <b>or</b> (b) 36 GSH in a combination of the teaching field and/or related field, or if unavailable, 36 GSH in a combination of teaching field, related field, or education ( <i>see footnote 1</i> ) <b>or</b> (c) 6 GSH in accordance with Degree Requirements (a) or (b) above plus the equivalent of 30 GSH of corporate or other external formal training as determined for each program by a program standards committee appointed by the Chancellor and revised every 3 years ( <i>see footnote 2</i> )
Work Requirement	3 years successful full-time experience as a practitioner in-field	6 years of successful full-time experience as a practitioner in the vocational field and successful completion of an approved occupational examination (e.g., NOCTI) within the first 2 years of employment.	6 years of successful full-time experience as a practitioner in the vocational field and successful completion of an approved occupational examination (e.g., NOCTI) within the first year of employment.	6 years of successful full-time experience as a practitioner in the vocational field and successful completion of an approved occupational examination (e.g., NOCTI) within the first year of employment.	6 years of successful full-time experience as a master craftsman/journeyman in the vocational field with competency demonstrated through successful completion of an approved occupational examination (e.g., NOCTI) within the first year of employment.

**Footnotes:**

- 1. This option only acceptable when total required GSH in the teaching field is unavailable at any accredited institution of higher education**
- 2. The program standards committee appointed by the chancellor shall be composed of 2 technical Deans of Instruction and 2 instructors in the program area.**