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**Administrative Procedures**  
Chapter 4 – Academic Affairs

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**AP 4XXX ACADEMIC RANK (NEW)**

**References:**

Education Code Sections 70902 and 87003;  
Title 5 Sections 53200 et seq.

The Academic Rank policy at Napa Valley College seeks to appropriately identify community college professors with the faculty of other segments of higher education, establish Napa Valley College professors' position in the academic and general communities, and enhance the reputation and effectiveness of the college. Academic titles lend prestige in the publication of textbooks and other educational materials; they also allow the faculty to better represent the institution at conferences and when writing letters of recommendation for students. Assigning academic ranks is within the core responsibilities of the Academic Senate as part of its role in advancing the professional status and collegiality among faculty.

This policy involves no additional expense to the Napa Valley Community College District. It is not attached to salary, nor is it a merit plan for salary increases.

**I. Procedural Guidelines**

Academic rank is related to length of professional service rendered, irrespective of subject or service area within the college. Ranks shall be granted automatically based on the criteria below and do not require any application or vote by the Academic Senate, with the exception of Emeritus status (see Section II.E).

Faculty who join Napa Valley College in a full-time teaching capacity and who held academic rank in their previous teaching position shall be granted equivalent rank. Faculty transferring to an administrative role may retain such rank as had been conferred upon them during their tenure in the classroom or other educational capacity, but will not be considered faculty while serving in an administrative capacity. Retired faculty who return to NVC to teach on a part-time basis, or administrators who retreat to faculty, shall retain the most recent rank conferred upon them according to these procedures.

**II. Academic Ranks**

**A. Assistant Professor**

A faculty member who is on a tenure-track appointment (contract faculty) shall receive the rank of Assistant Professor during their first year of service.

#### **B. Associate Professor**

A faculty member who is on a tenure-track appointment shall receive the rank of Associate Professor at the beginning of their third year of service.

#### **C. Professor**

A faculty member who is granted tenure shall have the rank of Professor.

#### **D. Adjunct Professor**

A faculty member who is non-contract (paid on a per course basis) may use the titles above based on years of service, preceded by the word "Adjunct" (i.e., "Adjunct Assistant Professor" during their first year of service, "Adjunct Associate Professor" during years 2-5 of their service, and "Adjunct Professor" for more than 5 years of service). **To be developed**

#### **D. Professor Emeritus**

Upon retirement, faculty who have served as educators at Napa Valley College may qualify for the rank of Emeritus Professor, in acknowledgment of their service to the college. Upon a faculty's successful application and the recommendation of the Academic Senate, Emeritus status will be conferred annually by the Board of Trustees. See BP 3101 Emeritus Status.

### **III. Faculty Emeritus Status**

Recognition of Emeritus shall include, upon request, the following privileges, benefits, and courtesies:

1. An official document certifying emeritus status of the respective faculty member endorsed by the President of the Academic Senate
2. A business card (and, if appropriate, identification card) which indicated status as an emeritus faculty member at Napa Valley College
3. Listing with the faculty in all appropriate college directories
4. Listing with the faculty in the college catalog
5. Courtesy campus parking with a faculty sticker
6. A faculty library card allowing full use of the Library and Learning Resource Center
7. Complimentary or reduced-price admission to Napa Valley College performances and events, on the same basis as that provided to other faculty
8. The opportunity to visit classes, subject to the consent of the professor
9. Use of recreational and social facilities of the college, on the same basis as that provided to other faculty
10. Participation in Napa Valley College public ceremonies will be welcomed.

~~11. Other privileges, benefits, and courtesies deemed appropriate by the Academic Senate~~

~~To be awarded Emeritus status upon retirement, retiring tenured faculty must apply for Emeritus status by April 1 of the academic year in which they retire. Applications can be obtained from the Academic Senate Office and Academic Senate Faculty Business Committee website. All applications are reviewed by the Faculty Business Committee to ensure that the applicant meets the requirements for Emeritus status. The applications are then forwarded to the Academic Senate President for approval and recommendation by the full Academic Senate at next Academic Senate Business Meeting. All approved and recommended applications are forwarded to the President's office for inclusion on the May Board of Trustees meeting agenda.~~

**Emeritus Status to be addressed in a separate procedure.**

Reference BP 3101 – Emeritus Status

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