

APPENDIX G
(ARTICLE VI, SECTION A)

DIVISION OF GRADUATE AND CONTINUING EDUCATION
FACULTY REQUEST FOR A REVIEW OF FACULTY RANK

Faculty Member Name: _____

Current Faculty Rank (within the MSCA/DGCE Contract): _____

Rank Requested (Check One): [see MSCA/DGCE Contract ARTICLE VI. A for rank descriptions]

Visiting Senior Instructor

Visiting Senior Instructor II

Visiting Assistant Professor

Visiting Associate

Professor Visiting Professor

Highest academic degree earned: _____
Degree Earned

from: _____ date of conferral: _____
Institution Attended Date

Note: If you have completed a higher degree than the degree you held when you were originally hired, we will need to verify that information. By signing this form, you give the institution permission to verify your degree through the Clearinghouse. If your school does not participate in the Clearinghouse process, you will need to provide an official transcript, if requested by Human Resources."

Do you hold a higher faculty rank at another regionally accredited higher education institution? If so, what is the rank and name of institution? Please provide documentation in the form of an appointment letter, website directory or human resource office.

Please attach a copy of your updated resume/CV (required).

Teaching Experience (required)

In order to assess your teaching experience, please provide a comprehensive listing of all credit bearing courses taught at regionally accredited institutions. Please indicate the course name, the institution, the number of credits and the term. For evaluation purposes, a “year of college or university teaching in the discipline taught” will be calculated as 24 Hours of Credit = one year of teaching.

Example:

| Home Institution | Course | Summary of Credits* | Terms of Employment |
|--------------------|--------------------------|---------------------|-------------------------|
| [institution name] | Introduction to Business | 33 credits | Fall 2002 - present |
| | Advanced Marketing | 48 credits | Summer 1999 – Fall 2000 |

| Institution | Course | Credits* | Term |
|-----------------------------|--------------------------|-----------|-------------|
| Salem State University | Introduction to Business | 3 credits | Fall 2002 |
| Clark University | Advanced Marketing | 4 credits | Spring 2010 |
| UMass – Lowell | Managerial Accounting | 3 credits | Summer 2017 |
| Framingham State University | Managerial Accounting | 4 credits | Fall 2018 |
| Middlesex Community College | Introduction to Business | 3 credits | Spring 2015 |

*Indicates semester hours of credit of instruction (per DGCE contract)

| Home Institution | Course | Summary of Credits* | Terms of Employment |
|------------------|--------|---------------------|---------------------|
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| Institution | Course | Credits* | Term |
|-------------|--------|----------|------|
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In addition to your updated resume/cv and record of teaching experience, you are welcome to provide any additional documentation you would like considered.

Upon submission for this form and required supplemental documents, the DGCE Dean will review all materials and make an assessment of the unit member's faculty rank. The unit member will be informed of the decision in writing. If a change in faculty rank is approved, the new rank will go into effect for the next term in which you are teaching, unless you sent the form and required documents no later than 14 days after receiving your contract or 14 days after the start of the contract term, whichever is later.

ATTESTATION STATEMENT

I do hereby attest that this information is true, accurate and complete to the best of my knowledge.

Signature

Date