

D.2.3.2 (Procedure) Faculty and Department Chair Positions

Responsible Department: Human Resources

Based on Board Policy: [D.2.3](#) – Qualifications

Approved: 6-28-11

Last Amended: 1-4-12

Full-time members of the teaching faculty are professional educators who have the primary responsibility of fulfilling the College District goal of providing a quality education for all students attending the colleges. Faculty members are classified according to the ranks of instructor, assistant professor, associate professor, and professor. Advancement in rank comes as a recognition of excellence in teaching, education, and service. Faculty members are protected by academic freedom and bound by its accompanying responsibilities. They are responsible to a college president through the chain of command, and may be appointed initially to a tenure track position in one of the colleges. The relationship of the faculty member to the student is one of leader, teacher, advisor, and facilitator of learning.

Faculty Criteria

A faculty position must meet the following criteria:

1. A regular, full-time position.
2. A position wherein the functions performed are those of a classroom teacher who teaches assigned credit courses on a regular basis Professional librarians or professional counselors hired before the 2010-2011 academic year may have faculty status.
3. A position that requires certain minimum academic qualifications:
 - a. In the arts and sciences, a master's degree with 18 graduate hours in the teaching field.
 - b. In the occupational education and technology area, faculty should have both academic preparation and work experience, the typical combination being a bachelor's degree with appropriate work experience. A master's degree is required for faculty teaching courses where college transfer is a goal or where substantial numbers of students transfer to senior institutions. The minimum requirement will be supplemented as necessary in accordance with criteria established by appropriate professional, regional, and national accrediting agencies.
 - c. The minimum academic qualifications shall not apply to individuals who held faculty status prior to December 16, 1986. Such individuals are, however, expected to meet the minimum qualifications established by the Southern Association of Colleges and Schools: "The minimum academic preparation for faculty teaching in professional and technical fields must be at the degree level at which the faculty member is teaching." Faculty who do not meet this minimum standard are required to make a continuous good faith effort to do so, with progress and future plans recorded and approved in the annual Faculty Education and Growth Plan.

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Faculty Substitutes

Faculty members shall inform the immediate supervisor of an anticipated absence from class as far in advance as possible in order that a substitution may be arranged. The department chairperson shall make arrangements for substitutions within the college faculty insofar as possible.

Faculty members may substitute on a reciprocal basis for other faculty members who are absent for illness, injury, illness or death in the family, personal or College District business, or attendance at professional meetings. Faculty members substituting for more than one class must be qualified to teach the applicable course.

The reciprocal substitution provisions of this section are applicable only to absences of full-time faculty members for classes within the faculty member's regular class load.

Department Chairpersons

Department Chairpersons are faculty whose primary responsibility is to serve as an administrative department head and ensure the attainment of educational and operational objectives of the college. Department Chairs serve in an essential leadership capacity in the chain-of-command between faculty and administration. Department Chairpersons must meet all criteria and qualifications required of faculty and also demonstrate the ability and willingness to serve in a leadership capacity. Department chairpersons shall be selected by the College President using a cooperative process to gather input from faculty and college administration.

The following general guidelines shall be followed:

Department Chair positions will be posted and all qualified faculty including candidates at other Alamo Colleges shall be eligible to apply and be equally considered. At the discretion of the College President, external candidates, may be introduced into the process to supplement the pool of internal candidates.

A final selection will be made by the President.

Term of Office

Department Chairs serve at the discretion of the College President. Every three years the College President will review the continuation of Department Chairs.