

ARTICLE XVII - FACULTY CLASSIFICATION

This Classification is used to hire, promote, transfer, and assign fulltime faculty. Refer to the GCC Academic Personnel Rules and Regulations.

A. CLASSIFICATION PROCEDURES

The Classification Procedures, that is, the steps used in classifying faculty at the College, include:

1. The applicant ensures that their complete application is on file with the Chief Human Resources Officer.
2. The Chief Human Resources Officer compares an applicant's qualifications to the minimum qualifications for faculty ranks, as described in the "Faculty Job Specifications," using the following conventions:

Degrees must have been earned at accredited or recognized American or foreign colleges and universities.

An accredited college or university is one which is included in the Accredited Institutions of Postsecondary Education published annually by the American Council on Education and recognized by the U.S. Department of Education.

A recognized college or university is one whose diplomas are accepted as a basis for advanced placement and/or admission to graduate studies at an accredited American college or university (i.e., Guam Community College, University of Guam).

B. RANK QUALIFICATION AND/OR STEP PLACEMENT

All teaching and/or technical experience to be credited for rank qualification and/or step placement purposes must meet all of the following criteria:

1. Experience must have been acquired after 16 years of age and above the trainee level in the area of expertise.
2. Experience must be verifiable; that is, a faculty member may be required to obtain written verification of prior teaching and/or technical experience upon the request of the College.
3. At least fifty percent (50%) of any teaching and/or technical experience must be within the last ten (10) years.
4. Prior experience, if rated, must be rated as satisfactory (e.g., satisfactory, strong, stellar, exceptional) or its equivalent.

C. YEARS OF TEACHING AND/OR TECHNICAL EXPERIENCE

Years of teaching and/or technical experience directly related to a faculty member's primary teaching field(s) (i.e., the faculty member's "area(s) of specialty") will be credited for rank qualification and step placement on a one (1) year of experience to one (1) year of credit basis.

Years of teaching and/or technical experience in related fields will be credited for rank qualification and step placement on a two (2) years of experience to one (1) year of credit basis.

For any one (1) calendar year, no more than one (1) year of teaching experience and no more than one (1) year of technical experience may be credited for rank qualification or step placement purposes. Years of teaching experience and years of technical experience, both acquired within a single calendar year, may both be credited for rank qualification and step placement purposes.

Career Technical Education shop teaching experience directly related to the faculty member's primary teaching assignment may be counted as either teaching experience or related technical experience for rank qualification purposes.

D. TEACHING EXPERIENCE

1. Teaching experience is defined as prior experience at the secondary and/or postsecondary level directly related to the faculty member's primary teaching assignment or related fields and that was gained in a public or private school setting.
2. Teaching experience is defined to include professional work experience of Counselors, Librarians, School Health Counselors, Work Experience Coordinators, and other professional non-teaching faculty that was gained in a public or private school setting.
3. No teaching experience will be credited for rank qualification purposes at the Associate Professor level and above if the faculty member has been inactive in teaching for a period of five (5) or more years immediately preceding their date of employment at the College.

E. TECHNICAL EXPERIENCE

1. Technical experience is defined as prior work experience that is directly related to the faculty member's primary teaching assignment or related fields.
2. No technical experience will be credited for rank qualification purposes at the Associate Professor level and above if the faculty member has been inactive in the technical field for a period of five (5) or more years immediately preceding their date of employment at the College.

F. PAY RANGE ASSIGNMENT

Pay range assignment will be determined by the rank assigned to the faculty applicant.

G. PLACEMENT ON A HIGHER SALARY RANGE (RECLASSIFICATION)

Placement on a higher salary range, as a result of reclassification or promotion, shall be made on a "step-to-step" basis. This means that a faculty member will be assigned to the same step in the higher range as they were assigned to in the lower range (Board Policy 425).

H. PLACEMENT ON A HIGHER SALARY RANGE (PROMOTION)

Placement on a higher salary range, as a result of promotion, shall be independent of the salary increment "waiting period" provision and does not affect the salary increment anniversary date.

LICENSES OR CREDENTIALS

Faculty who possess (or acquire) a professional certification, as indicated in the Faculty Job Specifications (Appendix A), will be recognized in the faculty performance evaluation if it is not a minimum requirement for their job.

Recognition of licenses or credentials to be accepted for hiring and promotions shall be determined by the Chief Human Resources Officer, the Dean, and the Department Chairperson, with guidance or feedback from the Advisory Committee.