



Bevill State Community College Faculty Rank Increase Certification

Name _____

Program _____

Program Degree Requirement _____

Current Degree _____

Current Rank _____

Proposed Degree/Course of Study _____

Proposed Rank _____ Proposed Year of Increase _____

Instructor Signature _____ Date _____

Course of Study Approval

An instructor who seeks to advance in rank by additional degrees or coursework must first seek approval of their course of study. Attach a proposed course of study. The course of study must meet in-field requirements as defined by Board Policy 605.02.

Approved by College-wide Dean _____ Date _____

Notes: _____

Approved by Dean of Instruction _____ Date _____

Notes: _____

Original: Personnel File, **Copy:** Requestor, College-wide Dean, Dean of Instruction

Rank Increase Approval

The President of the College approves all rank increases. Instructor rank may change only at the beginning of the contract year with documentation including an official transcript. The only exception is.... An approved course of study and documented completion of course of study is the only means by which an instructor can advance in rank.

Approved by College-wide Dean _____ Date _____

Notes: _____

Approved by Dean of Instruction _____ Date _____

Notes: _____

Rank Increase Approved by President _____ Date _____

Original: Personnel File, **Copy:** Requestor, College-wide Dean, Dean of Instruction