

FACULTY CLASSIFICATION PROCEDURES

Upon hiring, faculty classification shall be determined using the criteria defined in the “Faculty Classification Levels” section of these procedures. Previous equivalent experience at other institutions can be used in determining classification in all situations except Professor (F4), which requires a minimum of ten years’ experience at National Park College (NPC). Faculty will be required to provide evidence of achievement to warrant a higher classification in the form of a portfolio. A Classification Review Committee will be established to review faculty seeking reclassification to F3 and F4.

Faculty Classification Levels

- Instructor (F1)
 - Entry-level full-time faculty position for an appropriately credentialed individual with minimal or no previous teaching experience, or a faculty member to hold a temporary teaching position at the College. Instructors hold a full-time instructional load and adhere to NPC Board Policy 5.000, Responsibilities of Faculty. Faculty appointed as F1 must remain in this classification for two years.
 - Salary Range: \$40,000 - \$55,000
- Assistant Professor (F2)
 - Entry-level full-time faculty position for an appropriately credentialed individuals with some college-level or equivalent teaching experience; or a faculty with little or no teaching experience who has an earned doctorate in the discipline in which they will be teaching. Assistant Professors hold a full-time instructional load and adhere to NPC Board Policy 5.00, Responsibilities of Faculty. Ideally a faculty member in this position will have a minimum of three years of college-level teaching experience. Faculty appointed as F2 must remain in this classification for a minimum of three contract years and until they have a minimum of five years college-level teaching experience before application to F3.
 - Salary Range: \$42,500 - \$79,815
- Associate Professor (F3)
 - Classification for an experienced faculty member that is appropriately credentialed and has demonstrated evidence of teaching expertise within her or his discipline, can provide evidence of service to the College and to the community, and can provide evidence of professional development that benefits the campus and the students of NPC. Associate Professors hold a full-time instructional load and adhere to NPC Board Policy 5.00, Responsibilities of Faculty. F3 faculty must remain in this category for a minimum of at least four contract years before application to F4.
 - Salary Range: \$45,000 - \$90,203
- Professor (F4)
 - Classification for an experienced faculty member that is appropriately credentialed and has a minimum of 10 continuous years of teaching experience at NPC. F4 faculty meet the same requirements as F3 and can provide evidence of significant contributions to the College and to the profession. Professors work to make contributions to their field of study where possible and to the teaching and learning process. They can demonstrate evidence of professional and community service and remain abreast of the content advances within their discipline. F4 faculty will have their status reviewed every seven years.
 - Salary Range: \$50,000 - \$95,674

Requirements for Reclassification

F1 to F2

1. Has received a score of 3 or better in each annual Quality Pay evaluation.
2. Approved by the Vice President for Academic Affairs upon the recommendation of the appropriate academic dean.

F2 to F3

1. Meets the three-year requirement for serving as F2, has completed five years of college-level teaching and has received a score of 3 or better in the last three consecutive years of evaluations.
2. Classification Review Committee must make a recommendation for reclassification to the Vice President for Academic Affairs based upon the faculty member's demonstrable commitment to the following value statements.
3. Each of the three values are followed by evidentiary criteria. The faculty member seeking reclassification must address each of these criteria in a written narrative with an evidentiary portfolio to be submitted for review by the Classification Review Committee and be able to adequately demonstrate that they meet or exceed a majority of the stated criteria for each value statement in order to advance to F3.
 - a. The faculty member values **quality of instruction** in the classroom and across the broader learning environment of the campus. The faculty member can demonstrate a commitment to this value by providing evidence of:
 - i. Accessibility to students and to the changing needs of students.
 - ii. Improved quality of instruction resulting from peer and supervisory feedback.
 - iii. Effective development of skills and knowledge in their classrooms resulting from assessment of student learning.
 - iv. A connection between the purposes, content, and learning outcomes of their course and the General Education Outcomes and Mission of the College.
 - v. Current and appropriate content and delivery methods of their instructions for their discipline.
 - b. The faculty member values **professional development** and applies that knowledge to improve their courses and the campus. The faculty member can demonstrate a commitment to this value by providing evidence of:
 - i. The direct application of a professional development activity to classroom instruction or to the continuous improvement of the campus.
 - ii. Their role in developing and/or providing professional development activities, presentations, literature, etc. that has benefited the campus.
 - iii. Their role in developing and/or providing professional development activities, presentations, literature, etc. that has benefited their discipline or higher education, in general.
 - iv. Competitions, grants, program accreditations, or other professional activities in which they have participated that have benefited their careers and/or the College.
 - v. Competitions, grants, or other professional activities in which they have participated that have benefited their students' educational or professional careers.
 - c. The faculty member values **service to the campus and community** and can demonstrate that value by providing evidence of:
 - i. Special recognitions received from peers, the College, or other community organizations.

- ii. Active campus participation beyond what would be considered the normal aspects of the faculty responsibilities (Board Policy 5.000).
- iii. Active community (local, state, regional, or national) participation beyond what would be considered the normal aspects of the faculty responsibilities (Board Policy 5.000).

F3 to F4

1. Meets the minimum four years of service as an F3 and must have served NPC for 10 continuous years as a full-time faculty member.
2. Must have received a rating of 4 or better on three of the last five evaluations.
3. Classification Review Committee must make a recommendation for reclassification to the Vice President for Academic Affairs based upon the faculty member's demonstrable commitment to the following value statements.
4. Each of the three values are followed by evidentiary criteria. The faculty member seeking reclassification must address each of these criteria in a written narrative with an evidentiary portfolio to be submitted for review by the Classification Review Committee. The faculty member should be able to adequately demonstrate that they meet or exceed the stated criteria for each value statement in order to advance to F4.
 - a. The faculty member values **quality of instruction** in the classroom and across the broader learning environment of the campus. The faculty member is a leader and can demonstrate a commitment to this value by providing evidence of:
 - i. Accessibility to students and to the changing needs of students.
 - ii. Improved quality of instruction resulting from peer and supervisory feedback.
 - iii. Effective development of skills and knowledge in their classrooms resulting from assessment of student learning.
 - iv. A connection between the purposes, content, and learning outcomes of their course and the General Education Outcomes and Mission of the College.
 - v. Current and appropriate content and delivery methods of their instructions for their discipline.
 - b. The faculty member values **professional development** and applies that knowledge to improve their courses and the campus in innovative ways. The faculty member can demonstrate a commitment to this value by providing evidence of:
 - i. The direct application of a professional development activity to classroom instruction or to the continuous improvement of the campus.
 - ii. Their role in developing and/or providing professional development activities, presentations, literature, etc. that has benefited the campus.
 - iii. Their role in developing and/or providing professional development activities, presentations, literature, etc. that has benefited their discipline or higher education, in general.
 - iv. Competitions, grants, program accreditations, or other professional activities in which they have participated that have benefited their careers and/or the College.
 - v. Competitions, grants, or other professional activities in which they have participated that have benefited their students' educational or professional careers.
 - c. The faculty member values **service to the campus and community** and can demonstrate the qualities of transformational leadership by providing evidence of:

- i. Special recognitions received from peers, the College, or other community organizations.
- ii. Active campus participation beyond what would be considered the normal aspects of the faculty responsibilities (Board Policy 5.000).
- iii. Active community (local, state, regional, or national) participation beyond what would be considered the normal aspects of the faculty responsibilities (Board Policy 5.000).

* Full-time NPC faculty who reclassify from F2 to F3 rank will have the requirement that the faculty member remains a minimum of four years at the F3 rank before applying for F4 rank waived if the faculty member achieves 10 years of continuous full-time teaching at NPC prior to fulfilling the minimum of four years of full-time teaching at an F3 ranking. The waiver will expire on 01 September, 2025 at 5:00pm CT.

Intent to Apply Notification

An "Intent to Apply" form for reclassification must be completed and delivered to the Vice President for Academic Affairs no later than September 1. A copy of this form should be provided to the faculty member's dean. The candidate will receive confirmation of eligibility within ten working days. The Human Resources Department will be consulted to verify service and scores. If necessary, the faculty member's direct supervisor will counsel non-eligible faculty.

An electronic copy of the candidate's portfolio should be delivered to the Vice President for Academic Affairs no later than November 1. Once the portfolio is submitted, it cannot be modified in any way and additions will not be allowed unless further information is requested by the appointed Classification Review Committee. A Classification Review Committee will be appointed before December 1 to consider the portfolio materials using an approved rubric.

Classification Review Committee Structure

When a faculty member seeks reclassification from F2 to F3 or from F3 to F4, a Classification Review Committee will be established to consider the necessary documentation. This committee will consist of three members:

1. the faculty member's immediate supervisor.
2. a peer faculty member appointed by the Vice President for Academic Affairs.
3. a peer faculty member appointed by the Vice President for Academic Affairs from among three peer faculty nominated by the faculty member being reviewed. This peer faculty member can be from any program on the campus.

Faculty members of this committee hold classification at the same or higher rank as the classification being sought by the faculty member being reviewed. The Vice President for Academic Affairs may also choose to serve on any Classification Review Committee.

Portfolio and Review Process

Faculty seeking reclassification must submit a written narrative with a portfolio of supporting evidence meeting the rigorous expectations set forth in “Requirements for Reclassification” section of this document. Each member of the Classification Review Committee will use an approved rubric to review the reclassification narrative and portfolio materials. Committee members will examine each item of the portfolio to ensure that the faculty member has adequate proof to demonstrate achievement of the rubric criteria. After the individual members of the committee have reviewed the portfolio materials, the committee will meet to discuss individual findings and may request additional information or ask for clarification. Once all of the relevant materials are submitted and reviewed individually, the committee will merge their findings into a single recommendation approving or disapproving the reclassification, which will be sent to the Vice President for Academic Affairs. Only the committee recommendation and the number of votes for or against will be identified. An individual committee member’s vote and individual portfolio review will not be shared.

The faculty member may request a meeting with their direct supervisor, who serves on the Classification Review Committee, to discuss the recommendation. This will allow the faculty member to understand ways to improve a future application, if the recommendation was “do not approve.”

The committee will submit its recommendation, which will include a report on the committee’s findings, in writing to the Vice President for Academic Affairs no later than February 1. The Vice President for Academic Affairs will decide to accept or to reject the recommendation of the Classification Review Committee and will forward that recommendation to the President by March 1. All personnel actions at National Park College are subject to final approval by the President in consultation with the Human Resources Department of the College. The Vice President for Academic Affairs will notify the committee and the faculty member of the final decision no later than May 1.

Timeline for Implementation

Action Dates	Process Deadlines
September 1	Submission of the Intent to Apply form to the VP for Academic Affairs and Dean
November 1	Electronic submission of portfolio to the VP for Academic Affairs
December 1	Classification Review Committee appointment deadline
February 1	Deadline for the Classification Review Committee’s recommendation to the VP for Academic Affairs
March 1	VP for Academic Affairs provides academic recommendations to the President
May 1	VP for Academic Affairs notifies the faculty member of the reclassification outcome

F4 Seven-Year Review

To retain F4 status, professors must demonstrate that they have continued to maintain the quality standards set forth for that rank by submitting a revised portfolio to their academic dean and to the Vice President for Academic Affairs during their seventh year as part of the normal evaluation process. Professors must maintain an evaluation score of four or higher for four of the seven years being reviewed. If the Dean and Vice President for Academic Affairs have concerns about a professor’s classification rank, they can form a Classification Review Committee to make a recommendation to the Vice President for Academic Affairs about the faculty member’s continued status as a professor (F4). This process will follow the one outlined in previous sections.