

**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.

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**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

Institution	Course	Credits*	Term

**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.

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Signature

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Date