



## PROCEDURE

Policy Name:	Advancement of Rank
Policy Number:	4722
Applicable Code/Law:	WAC 132G-168-040

### Procedural Guidelines

1. Untenured faculty members will hold the rank of Instructor.
2. Those eligible for the rank of Professor and Professor Emeritus will be tenured faculty.
3. Promotion in Rank
  - a. An Instructor shall be promoted to the rank of Professor upon receiving tenure.
  - b. A tenured faculty member may request, in writing to the Chair of the Faculty Senate, a promotion to Professor Emeritus upon retirement.
    - i. Upon the written request of a tenured faculty member, Emeritus status may also be awarded posthumously by the Faculty Senate Council to a tenured faculty member for meritorious service.
  - c. Approval of promotional requests by the Faculty Senate Council will be communicated by the Chair to the Executive Vice President for Student Learning and Success.
4. Privileges of Professor Emeritus Rank
  - a. Each Professor Emeritus, upon the submission of a written request to the head of their administrative unit, shall be entitled to the following privileges of this rank to the extent feasible after the same needs of full-time and associate faculty members are met.
    - i. Use of a shared office as assigned by the head of their former administrative unit. If possible it should be the same office for the full academic year.
    - ii. Faculty privileges in the use of the library, gymnasium and other campus facilities.
    - iii. Use of a campus mailbox and e-mail address.
    - iv. Consideration by the President for unpaid membership on College committees and other College bodies as an Ex-Officio member.
    - v. Faculty parking privileges.
    - vi. Secretarial assistance to the extent feasible.
    - vii. Inclusion on the mailing/e-mail list of their former administrative unit.
    - viii. Faculty privileges in admission to campus events.
    - ix. Inclusion in the faculty roster of the College catalog and directory.
    - x. Eligibility to subscribe to the Faculty Senate Listserv