



Cerritos Community College District
REQUEST FOR ACADEMIC RANK

Please return to the Human Resources office no later than December 1 of the previous academic year when the academic rank is to be effective.

Form with fields: Name (First MI Last), Date, Employee ID Number, Division, Email Address, Phone Number, Degrees Earned (List All), and a signature line. Includes a declaration section: 'According to the established guidelines for Academic Rank qualification as outlined in the CCFF CBA (Article 34.2), I will qualify for the following rank at the beginning of the \_\_\_\_\_ academic year:' with checkboxes for Professor, Associate Professor, Assistant Professor, and Instructor.

For Human Resources Office Use

Form for HR Office Use with fields: Verification of Degree(s) \_\_\_\_\_ Units Beyond Bachelor's Degree \_\_\_\_\_, Years of Full-Time Teaching at an Accredited College or University \_\_\_\_\_, Vocational Experience/Credential \_\_\_\_\_, Meets Criteria for Academic Rank of: (checkboxes for Professor, Associate Professor, Assistant Professor, Instructor), and Verified by of Director of Human Resources/Risk Management \_\_\_\_\_.

Approval by Vice President of Academic Affairs or Vice President of Student Services

Records on file in the Human Resources Office verify that you qualify for the Academic Rank as approved above, effective \_\_\_\_\_ academic year.

\_\_\_\_\_  
Vice President/Assistant Superintendent

\_\_\_\_\_  
Date

Original: Personnel File
CC: Vice President
Employee