



**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: \_\_\_\_\_

**STEP 1 Course of Study Approval (Must be approved prior to beginning coursework.)**

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 requirements as defined by ACCS Board Policy 605.02.

Approved by College-Wide Associate Dean (Signature) \_\_\_\_\_ Date: \_\_\_\_\_

NOTES: \_\_\_\_\_

Approved by Dean of Instruction (Signature) \_\_\_\_\_ Date: \_\_\_\_\_

NOTES: \_\_\_\_\_

Approved by Vice President of Instructional & Student Services (Signature) \_\_\_\_\_ Date: \_\_\_\_\_

NOTES: \_\_\_\_\_

Approved by President (Signature) \_\_\_\_\_ Date: \_\_\_\_\_

*Original: Personnel File (HR) Copy: Requester, College-wide Associate Dean, VP of Instructional & Student Services*

**STEP 2 Rank Increase Approval (Approved coursework must have been completed and documented by an official transcript.)**

All rank increases must be approved by the President. Instructor rank increase is only allowed at the beginning of the contract year (September 1).

Approved by College-Wide Associate Dean (Signature) \_\_\_\_\_ Date: \_\_\_\_\_

NOTES: \_\_\_\_\_

Approved by Dean of Instruction (Signature) \_\_\_\_\_ Date: \_\_\_\_\_

NOTES: \_\_\_\_\_

Approved by Vice President of Instructional & Student Services (Signature) \_\_\_\_\_ Date: \_\_\_\_\_

NOTES: \_\_\_\_\_

Rank Increase Approved by President (Signature) \_\_\_\_\_ Date: \_\_\_\_\_

*Original: Personnel File (HR) Copy: Requester, College-wide Associate Dean, Dean of Instruction, VP of Instructional & Student Services*