

Academic Senate



Application for the Rank of ASSOCIATE PROFESSOR of

[Click here to enter text.](#)

Please indicate the discipline currently on file with Human Resources.
This will appear on your certificate if awarded.

Instructions and important information:

- A. Review your personal records and confirm: *your subject area, hire date, tenure confirmation date, and step and class information.*
- B. Please confirm questions 1-7 have been addressed—*incomplete information runs the risk of your application being excluded from review.*
- C. Re-enter your personal information at the end of this application to authorize the Academic Rank Committee to access your personnel file, if necessary.
- D. Submit your completed application via email by **midnight, July 6, 2026**, to all of the following addresses: (rshamieh@glendale.edu; fvirani@glendale.edu; yybarra@glendale.edu). Use the subject line: **RANK APPLICATION FOR 2026 BY [Your Name]**
- E. **Questions?** Contact Rosemarie Shamieh, Academic Rank Chair: rshamieh@glendale.edu, 747.353.2146.

APPLICATION FORM: *Please complete the following questions.*

1. Full Name: [Click here to enter text.](#)
2. Specify if you are a member of Instructional Services or Student Services.
3. Status: Tenured Non-Tenured Contracted Other: [Click here to enter text.](#)

4 a. Original hire date: [Click or tap to enter a date.](#)

Tenure confirmation date: [Click or tap to enter a date.](#)

Discipline: [Click here to enter text.](#)

CTE Program: Yes No

**HR personnel to
verify.**

b. List below all semesters for which you were on unpaid leave from GCC.

Semester & year:	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Semester & year:	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

*Released time counts as part of your load.

c. **Please indicate your current Step and Column placement:**

(A minimum placement of step 7 and class II is required.)

HR personnel to verify.

Step (e.g., 4, 5, 6, etc.) [Click here to enter step.](#)

Class (e.g., I, II, III, etc.) [Click here to enter class.](#)

(Obtain this information from personnel in payroll, in human resources or Appendix A of the Guild contract: <https://www.glendale.edu/home/showdocument?id=9861.>)

5. Briefly describe evidence of professional responsibility in **ONLY ONE** of the following areas:

- a. I have upgraded the following courses, college assignments, or projects as follows:
- b. I have contributed to the academic life of the community as follows:
- c. I have been involved in the following faculty, scholarly, professional and/or social service associations/activities:

[Click or tap here to enter text.](#) Box will expand to accommodate large amount of text.

6. Additional Information **(OPTIONAL)**: Use this space to briefly list any other information you wish the committee to consider such as examples of accomplishments, awards, guest critiques at other institutions and the like.

[Click or tap here to enter text.](#) Box will expand to accommodate large amount of text.

7. Specify the basis of your claim for the rank (please check all the appropriate boxes):

- (a) I have tenure **AND**
- completed 7 years of full-time (100%) contract college teaching/service by the end of this academic year.
- OR**
- I request evaluation of my college teaching/service including 100% contract, less than 100% contract and/or temporary reduced load.
- (b) I have at least one of these qualifications (will be verified by my step and class ranking):
- An earned Master's degree
 - An earned Doctoral degree
 - 42 academic semester units of college or university credit beyond a 120-unit Bachelor's degree
 - A California Designated Subjects Credential, or a Class "A" Vocational Credential, or a Community College Credential, and I teach a vocational subject
 - 42 academic and/or trade experience units* beyond a 120-unit B.A., B.S., B.Ed. or B.Voc. Ed. Degree and I teach a vocational subject.

* A trade experience unit is equivalent to 40 hours of approved work in the subject area. (These units must be applied for and approved by the appropriate Dean's office.)

PLEASE NOTE:

- Advancement is contingent and shall become effective upon actual completion of the duration requirement.
- Refer to the Faculty Handbook, Academic Rank Policy (#7220) for complete guidelines.

I confirm that the information in this application is accurate.

I give permission for the Academic Rank Committee to access my personnel file if necessary.

Full Name: [Click here to enter your full name.](#)

Date: [Click or tap to enter a date.](#)

Division: [Click here to enter text.](#)

Phone extension: [Click here to enter text.](#)

Email address: [Click here to enter text.](#)

Before you submit your application, have you:

- *confirmed subject area*
- *verified full-time faculty load*
- *calculated hours*
- *completed 1-7 questions*

Checked all the boxes? You're now ready to email your application to the AR Committee
(rshamieh@glendale.edu; fvirani@glendale.edu; yybarra@glendale.edu) with the subject line: **RANK APPLICATION FOR 2026 BY [Your Name]**

Thank you and good luck!

Academic Rank Committee