



Application for the Rank of ASSISTANT 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](mailto:rshamieh@glendale.edu); [fvirani@glendale.edu](mailto:fvirani@glendale.edu); [yybarra@glendale.edu](mailto: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](mailto: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.](#)

<p>4a. Original hire date: <a href="#">Click or tap to enter a date.</a></p> <p>Tenure confirmation date: <a href="#">Click or tap to enter a date.</a></p> <p>Discipline: <a href="#">Click here to enter text.</a>      CTE Program: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> <p><b>HR personnel to verify.</b></p> </div>
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b. List below all semesters for which you were on unpaid leave from GCC.

<b>Semester &amp; year:</b>	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.
<b>Semester &amp; year:</b>	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 4 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.](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 4 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) If teaching a vocational subject Please check at least one of these qualifications (to be verified by my step and class ranking):

- A California Designated Subjects Credential
- A Class "A" Vocational Credential
- A Community College Credential

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](mailto:rshamieh@glendale.edu); [fvirani@glendale.edu](mailto:fvirani@glendale.edu); [vybarra@glendale.edu](mailto:vybarra@glendale.edu)) with the subject line: **RANK APPLICATION FOR 2026 BY [Your Name]**

Thank you and good luck!

Academic Rank Committee