

Application for the Rank of 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.](#)

<p>4 a. Original hire date: Click or tap to enter a date.</p> <p>Tenure confirmation date: Click or tap to enter a date.</p> <p>Discipline: Click here to enter text. 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>HR personnel to verify.</p> </div>
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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 12 and class V 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 12 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

84 academic semester units of college or university credit beyond a 120-unit B.A., B.S., B.Ed. or B.Voc. Ed. Degree

National or international eminence, which shall be demonstrated by publications recognized by scholars in the applicant's field, by citation rates (the number of times the applicant has been quoted by his or her colleagues in learned journals), by sponsorship of symposia, by invited addresses, and/or by such other relevant evidence of wide acceptance

by his or her colleagues as will satisfy the Academic Rank Committee of the Faculty Senate. (Attach all supporting documentation to this application.)

48 academic and/or trade experience units* beyond a California Designated Subjects Credential, a Class "A" Vocational Credential or a Community College Credential, and I teach a vocational subject. (Please circle which credential you have.)

84 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