



Application for the RANK OF ADJUNCT 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, full-time faculty load in your department, and the total hours required to earn a step up in rank.***
- 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; vybarra@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. Original hire date: [Click or tap to enter a date.](#)

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

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

CTE Program: Yes No

*IF there's an end date above, then list *next hire date(s)*: [Click or tap to enter a date.](#)

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

**HR personnel to
verify.**

3. Specify if you are a member of Instructional Services or Student Services.

4. Load Calculation: The title of Adjunct Professor is awarded to adjunct faculty based on Glendale College service equivalent to at least 12 years of full-time experience (*up to 5 years may come from other CA community colleges*) and evidence of professional responsibility.

- a. Full-time faculty load in your discipline is: [Click here to enter text.](#) (Load information is found on the list included at the end of this application.)

b. Use this formula to calculate the required hours:

$$(12 \text{ years}) \times (2 \text{ semesters}) \times \frac{(\text{Click here to enter text.})}{\text{load in your area}} = \frac{\text{Click here to enter text.}}{\text{total \# hours needed}}^1$$

For example, if the load in a discipline is 15, then a full-time instructor would be required to teach 15 hours/units per week per semester which is equivalent to a total of 360 hours/units over 12 years. If the load is 24, then a full-time instructor would be required to teach 24 hour/units per week per semester which is equivalent to a total of 576 hours/units over 12 years.

HR to provide report for verification.

.....

IMPORTANT: Please continue to the next section and submit your completed application **ONLY IF** your total teaching hours are close to or exceed the total number of hours calculated above.

.....

5. Please **CHECK** the appropriate box(es):

I have at least one of these qualifications:

- An earned Bachelor's degree
- An earned Master's degree
- An earned Doctorate 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
- A California Designated Subjects Credential, and I teach a vocational subject
- A Class "A" Vocational Credential, and I teach a vocational subject
- A Community College Credential, and I teach a vocational subject

6. 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.

7. 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.

¹ Please note that the totals are approximations since factors such as lab/lecture ratios, 16-week vs 18-week semesters, changes in area load and such play a factor.

Click or tap here to enter text. Box will expand to accommodate large amount of text.

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 best of luck!

Academic Rank Committee

Glendale College Collective Bargaining Agreement

LOAD CHART

The faculty load for each discipline shall be:

SUBJECT	LOAD
Accounting	15
Administration of Justice	15
Adult Basic Secondary Education	24
Alcohol & Drug Abuse	15*
American Sign Language	15
Anthropology	15
Architecture	21
Art	16
Art History	15
Astronomy	15
Athletics	19
Aviation and Transportation	24
Biology	15
Business Administration	15
Business Computers Continuing Education	24**
Business Office Skills Continuing Education	24**
Computer Applications and Business Office Technologies	15
Chemistry	15
Child Development	15*
Computer Aided Manufacturing	21
Computer Integrated Manufacturing	21
Computer Science and Information Systems	15
Cooperative Education	21
Culinary Arts	18
Dance	16
Economics	15
Educational Media Technology	21
Electronics and Computer Technology	18
Emergency Medical Tech. - Ambulance or non-ambulance	24
Engineering	15
Engineering Support	21
Engineering Technology	21
English (Composition)	14
English (except Composition Courses)	15
English as a Second Language – Credit	15
English as a Second Language – Continuing Education	21**

Environmental Technology	15*
Ethnic Studies	15
Fire Technology	15
Foreign Language	15
Geography	15
Geology	15
Health	15*
Health Information Technology	15
History	15
Hotel and Restaurant Management	18
Humanities	14
Industrial Technology	21
Journalism	15*
Kinesiology	15
***Library	15
Lifelong Learning Continuing Education	24**
Machine Technology	21
Mass Communications	15
Materials and Processes	21
Mathematics	15
Media Arts	15
Medical Office Administration	15
Metallurgy and Metals	21
Music	15
Nursing Science	15
Nutrition	15
Oceanography	15
Paleontology	15
Parent Education – Continuing Education	24**
Philosophy	15
Photography	16
Physical Education	19
Physical Science	15
Physics	15
Political Science	15
Psychology	15
Quality Assurance and Quality Control	18
Real Estate	15
Social Science	15

Sociology	15
Speech Communications	15
Student Development	15
Technical Education	21
Theater Arts	15
Welding	21

* Lab lecture Hour Equivalent (LHE) is 2/3:1 Lab lecture hour

** Compressed Load

This chart taken from the Collective Bargaining Agreement effective July 1, 2024 - June 30, 2027,
Updated February 27, 2025.