

SUNY BROOME

(POLICY)

Policy:	Faculty Employed Without a Master's Degree	Policy No.:	PA3006
Authority:	SUNY Broome Community College Board of Trustees		
Policy Owner	President	Responsible Party:	Personnel Affairs
Approved:	June 24, 1982		
Revised:	April 28, 1983		

1. All teaching faculty members at the rank of Assistant Professor and above (or the equivalent re: counselors and librarians) shall have the minimum of a Master's Degree in their related field at the time of employment. Specific requirements are stated in the respective position descriptions.
2. In cases where individuals are employed without a Master's Degree, at the rank of Instructor (or the equivalent re: counselors and librarians) will be given four years to secure an approved Master's Degree.
3. Individuals employed without a Master's Degree will receive annual credit toward "Continuing Appointment" based on the College's evaluation process and approval of the President but will not have this status granted until the Master's Degree is completed.
4. Such individuals who are employed at the Instructor level must also file with the Executive Vice President and Chief Academic Officer an educational plan specifying the particular Master's Degree the individual will be pursuing as well as a specific four-year time plan for its completion. The "plan" will be updated on an annual basis and subsequent appointment will be reviewed against this plan.
5. Failure to receive the Master's Degree within the allotted time (four years) will constitute termination, accordingly.
6. Faculty hired at the Instructor level, who subsequently complete an approved Master's Degree, are eligible for promotion according to the current guidelines governing this process.

Action <i>(Created, Reviewed, Retired)</i>	Date	Initials	Position Title
<i>Updated Classification (1.14.1)</i>	03/25/2020	KP	<i>Secretary – VP Student Development</i>