

**Jefferson Davis Community College  
Professional Growth Plan for Change in Rank  
Academic Instructor**

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This form must be completed and approved before pursuing education for change in rank.

Instructor \_\_\_\_\_ Current Rank \_\_\_\_\_

Teaching Area \_\_\_\_\_ Major \_\_\_\_\_

Highest Degree \_\_\_\_\_ Institution Awarding Degree \_\_\_\_\_

Please list the specific degrees and courses you intend to pursue.

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College/University \_\_\_\_\_  
Degree \_\_\_\_\_ Major \_\_\_\_\_

An approved college degree plan of study, signed by your college faculty advisor, must be attached to this request.

Postsecondary faculty credentials are outlined in The Alabama State Board of Education Policy Manual, Policy Number 605.02. Copies of the manual are located in the Leigh Library, the Administration and Personnel Office, and the deans' offices. You may access the manual electronically at [www.acs.cc.al.us](http://www.acs.cc.al.us). The policy may also be found in the Jefferson Davis Community College Policy Manual, Section 3.04.

Documentation to support accomplishment of planned activities must be submitted to the Dean of Instruction prior to the beginning of fall semester.

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean: \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved

Dean's Signature \_\_\_\_\_ Date \_\_\_\_\_

President: \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved

President's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Jefferson Davis Community College  
Professional Growth Plan for Change in Rank  
Technical Instructor  
(Hired before December 14, 1989)**

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This form must be completed and approved before pursuing activities for change in rank.

Instructor \_\_\_\_\_ Current Rank \_\_\_\_\_

Teaching Area \_\_\_\_\_ Major \_\_\_\_\_

Highest Degree \_\_\_\_\_ Institution Awarding Degree \_\_\_\_\_

Please indicate how you intend to advance in professional ranks through one or more of the following:

Education \_\_\_\_\_

In-Service \_\_\_\_\_

Competency \_\_\_\_\_

The guidelines for in-service and academic points are attached to this form.

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Documentation to support accomplishment of planned activities must be submitted to the Dean of Adult and Technical Education prior to the beginning of fall semester.

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean:        \_\_\_\_\_Approved                      \_\_\_\_\_Not Approved

Dean's Signature \_\_\_\_\_ Date \_\_\_\_\_

President:    \_\_\_\_\_Approved                      \_\_\_\_\_Not Approved

President's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Jefferson Davis Community College**  
**Professional Growth Plan for Change in Rank**  
**Technical Instructor**  
**(Hired after December 14, 1989)**

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This form must be completed and approved before pursuing education for change in rank.

Instructor \_\_\_\_\_ Current Rank \_\_\_\_\_

Teaching Area \_\_\_\_\_ Major \_\_\_\_\_

Highest Degree \_\_\_\_\_ Institution Awarding Degree \_\_\_\_\_

Please list the specific degrees and courses you intend to pursue.

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College/University \_\_\_\_\_

Degree \_\_\_\_\_ Major \_\_\_\_\_

An approved college degree plan of study, signed by your college faculty advisor, must be attached to this request. If graduate hours in your teaching field are unavailable, provide a list of courses you plan to take with the name of the college/university where you plan to take the course(s).

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Documentation to support accomplishment of planned activities must be submitted to the Dean of Instruction to the beginning of fall semester.

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean: \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved

Dean's Signature \_\_\_\_\_ Date \_\_\_\_\_

President: \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved

President's Signature \_\_\_\_\_ Date \_\_\_\_\_