

## EVALUATION AND PROMOTION PROCEDURES FOR ADJUNCT COUNSELORS

- A.
- (2) Deans of Students contact eligible adjunct counselors to determine if they have satisfied the education requirements for promotion.
  - (3) Immediate supervisor conducts formal evaluation/observation (B2 Form) and makes recommendation to Dean of Students.

- (1) Promotions are based on:
  - a. meritorious performance of professional duties
  - b. professional growth
- (2) Minimum service requirements to be eligible for promotion<sup>1</sup>

For promotion to Adjunct:

Assistant Professor . . . . . 10 semesters and 39 credit hours as Instructor  
Associate Professor . . . . . 14 semesters or 54 credit hours as Assistant Professor  
Professor . . . . . 18 semesters or 69 credit hours as Associate Professor  
Professional Assistant II . . . 14 semesters as Professional Assistant I

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at the College, during their first semester working on a new campus or in a new assignment, and on an annual basis until the adjunct counselor has been working for 10 semesters and is eligible for promotion. Following promotion to Assistant Professor, evaluations should be conducted periodically or on an as-needed basis. In addition, there must be at least one formal evaluation/observation before each promotion.

- (2) Procedural (Contractual) Requirements - same as for full-time counseling faculty.

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<sup>1</sup>Note: Only service in counseling counts towards the semester and credit hour requirements.