

## EVALUATION AND PROMOTION PROCEDURES FOR FULL-TIME COUNSELORS

### A. General Time-Line

March	Employee Resources sends list of eligible faculty to Provosts and Vice Presidents, who in turn notify faculty of their eligibility. <u>Note</u> - eligibility here is defined as those faculty who will meet the minimum service requirements for promotion by the following September (i.e., March 1997 for September 1998).
May 3	Deadline for submitting Request for Substitution for Credit.
June 15	Deadline for submitting Form A to Provost with copy to Faculty Association
October/November	Immediate Supervisor conducts formal evaluation/observation, completes B2 Form, and makes recommendation (C1 Form) to Dean of Students. Peer Personnel Committee also conducts evaluation, preferably concurrent with administrative evaluation.
Early December	Dean of Students, Provost, CPC Chair and campus/division CPC representatives meet to review/discuss promotions. Following the meeting, Dean of Students makes recommendation (C1 Form) to Provost and sends copy of promotional materials to Vice President for Student Affairs for review.
Late December/ Early January	Promotion Committee meets to discuss recommendations from Provosts and Vice Presidents, and make final recommendations to the President.
January	Board of Trustees approves promotion recommendations. President notifies faculty who have been promoted.

B. Eligibility for Promotions

- (1) Promotions are based on:
  - a. meritorious performance of professional duties;
  - b. service to the College and community; and
  - c. professional growth.
  
- (2) Minimum service requirements to be eligible for promotion<sup>1</sup>  
  
for promotion to Assistant Professor. . . . . 3 years as Instructor  
for promotion to Associate Professor . . . . . 4 years as Assistant Professor  
for promotion to Professor . . . . . 5 years as Associate Professor  
for promotion to Professional Assistant II. . . . 4 years as Professional Assistant I
  
- (3) Educational Requirements for Promotion - see separate document

C. Evaluations/Observations

- (1) All formal evaluations must include an observation of performance of professional duties.
  
- (2) Evaluations/observations should be conducted on an annual basis until the counseling faculty member receives a continuing appointment, and periodically or on an as-needed basis thereafter.
  
- (3) There must be at least one formal observation/evaluation before personnel actions such as promotion, continuing appointment, term appointment, etc. In addition, an evaluation/observation should be conducted mid-way between promotion from Associate Professor to Full Professor.

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<sup>1</sup>Note: a. For full-time administrators who are seeking a promotion in counseling, a minimum of three credit hours for each year of required service shall be required (i.e., may be satisfied through overload counseling assignments or as part of regular job responsibilities).

b. For full-time counselors who have been employed in rank for 30 or more credit hours (i.e., 600 contact hours) as an adjunct counselor, the minimum time to be served for eligibility for full-time promotion shall be reduced by one year.

- (4) An evaluation/observation may be initiated at any time by either a counseling faculty member or administrator; however, evaluations should be limited to a reasonable number per year.
- (5) Procedural (Contractual) Requirements
  - a. Give 48 hours written notice of a scheduled observation to both faculty member and Peer Personnel Committee (PPC).
  - b. Notice should include name of administrator, time, and duties to be observed.
  - c. Faculty member can invite representative from PPC to observation.
  - d. Following observation, administrator should meet with faculty member within five working days to discuss observation.
  - e. Evaluation report should be written within 21 days of observation or 14 days following discussion, but not beyond the end of the semester.
  - f. Administrator should meet with faculty member to review report. Faculty member signs and dates evaluation and may file written response.