

FORM A ~ APPLICATION FOR PROMOTION IN RANK

Promotion Sought:

ACADEMIC

ADMINISTRATIVE

Promotion criteria for each rank are included within the context of this form. Please review pages 8-9 BEFORE completing this application.

Name _____ Date _____ Discipline / Dept/ Area _____ Campus _____
 Assistant Professor

	Associate Professor

EDUCATIONAL PREPARATION ~ Beginning with most recent experience

Institution	Dates Attended	Major	Degree / Diploma	Additional Credits	Transcript in file / Verified by	Date Verified

If you have NOT yet completed all of your educational credits towards promotion, please list all courses you plan to take. Include College, credits, and semester(s) you plan to attend.

Institution	Semester	# Credits	Course Titles

Was a request for Substitution for credits toward promotion submitted? YES ___ NO ___ If Yes, **please attach**.

CANDIDATE'S STATEMENT:

I hereby apply for promotion to the rank of _____. I certify that all of the statements made in this application are true to the best of my knowledge. I understand that it will be necessary for the Chairperson of the College Personnel Committee (or designee) to review my personnel folder in connection with this application, and consent to such review, hereby waiving any right to privacy that may exist and releasing the College from any liability relating to such review.

Signature

Date



NAME OF CANDIDATE

VERIFICATION: The above statements are verified by documents in the candidate's file.

Signature of Administrator

Date

SERVICE TO THE COLLEGE AND COMMUNITY:

Include contributions to the department/area, campus, college and community since appointment to current rank. Primary emphasis shall be placed on service to the College and campus. List in chronological order, including dates. Examples: area, department, division, campus and college committees, duties and organizations such as (but not

PERSONAL AND PROFESSIONAL GROWTH:

Include items since last promotion and/or employment only. Emphasis shall be placed upon professionally related experiences. List in chronological order, including dates. Examples: advanced education, research, publications exhibits, awards and honors, professional conferences, membership and service in professional organizations, consultant work, related travel, seminars, development of unique instructional materials and techniques. Evaluators may request to examine materials cited.

Please use the Promotion Committee's guidelines (below) in completing this section:

ASSISTANT PROFESSOR • The expectation for this rank is evidence of remaining current in one's field through relevant coursework (where needed) and attendance at local, national, or regional professional conferences. Membership in appropriate professional organizations would also be expected.

ASSOCIATE PROFESSOR • The expectation for this rank is everything required at the assistant professor rank, but in greater quality and quantity. For example, instead of mere attendance at conferences and workshops, the faculty member should strive to be a presenter at these programs. Instead of simply belonging to a professional organization, one should move toward an active role in that organization.

PROFESSOR • The expectation for promotion at this rank is everything required at the assistant and associate professor ranks, but in still greater quality and quantity. At this point, there should be evidence of some significant professional accomplishment as appropriate to the changes in the field (e.g. recent attainment of a doctorate or completion of advanced graduate coursework, publications relevant to teaching or to one's academic discipline, public performances/ exhibits, presentation of papers and/or workshops at national or regional conferences, attainment of a leadership role in a professional organization, development of new

NAME OF CANDIDATE

VERIFICATION: The above statements are verified by documents in the candidate's file.

Signature of Administrator

Date

PERFORMANCE CRITERIA FOR PROMOTION - CLASSROOM FACULTY

Candidates for promotion in academic rank are expected to demonstrate meritorious performance in each of the following categories: teaching (or performance of professional duties), college/community service, and professional growth. Evidence of meritorious performance in each category could include the following:

A. TEACHING/LEARNING:

- Mastery of diverse and innovative instructional methodologies
- Mastery of course content
- Ability to teach a broad range of courses in the discipline
- Positive administrative, peer and student evaluations
- Student retention and successful completion in courses consistent with maintenance of college academic standards
- Regular and punctual attendance and effective discharge of duties (i.e. rosters, grades, office hours, course outlines, responsiveness to students)
- Ability to prepare students for successful completion of upper-level courses in a program sequence
- Ability to explain material with clarity and organization
- Availability to students (e.g. office hours, academic advisement) above and beyond the minimum requirements
- Comprehensive course outline and completion of course syllabus

B. COLLEGE/COMMUNITY SERVICE:

- Active service on department, area, campus and college committees and employee organizations
- Involvement in student activities and clubs
- Development of new courses and curricula and/or revision of existing courses and curricula
- Development of outcomes assessment methodology in courses and curricula
- Preparation of grant proposals
- Effective leadership in academic departments, activities, and/or coordination of programs/courses
- Leadership in developing partnerships with businesses, high schools, colleges and county organizations
- Creation and presentation of special workshops and seminars for faculty and/or students
- Active participation in special college events (e.g., graduation, professional development programs)
- Participation in an orientation/mentoring program for new faculty
- Participation in student recruitment and retention efforts
- Professionally related community activities in civic, cultural, educational and benevolent organizations
- Development and dissemination of new instructional materials and techniques

