Delgado
COMMUNITY ● COLLEGE

PROMOTION PROCESS GUIDELINES

The following promotion process guidelines are established in accordance with AA-2321.1I, *Promotion-in-Rank*.

1.   **Promotion Committees**

    A.   **Peer Committee**

The Peer Committee is optional and is formed by the faculty member who wants to avail themselves of this option. The role of the Peer Committee is to provide assistance and feedback to the faculty member in creating and reviewing professional goals and accomplishments. This committee should be consulted annually before the Promotion Portfolio is submitted to the academic dean. The faculty member should have an ongoing professional dialogue with the members of their peer committee.

Ideally, the Peer Committee will be composed of three or more colleagues selected by the faculty member. It is suggested that it include one faculty member drawn from the applicant's division, one from outside the division, and one or more colleagues from any area, one of these being a full professor.

    B.   **Division Portfolio Promotion Committee**

       (1)   *Role/Eligibility*

The role of the Division Promotion Committee is to determine if the promotion portfolios meet the criteria for promotion. Promotion portfolios that meet the criteria must receive a "yes" vote for promotion. Those portfolios that do not meet the criteria must receive a "no" vote. (Either a "yes" or a "no" is REQUIRED for each portfolio).

Serving on division promotion committees is a faculty responsibility. However, faculty members who served on a division promotion committee the previous year may eliminate their names from the selection pool before selection in the current year. Additionally, permission not to serve on a committee may be granted by the Vice Chancellor for Academic and Student Affairs upon presentation of extraordinary circumstances that would warrant an exception to this policy.   To be eligible to serve on the Committee, a faculty member must meet the following criteria:

- Be employed as a full-time faculty member in the division (not on a limited appointment);

- Hold the rank of Assistant Professor or higher, have been employed full-time at Delgado Community College at that rank or higher; and have been promoted at Delgado Community College; and

- Not be an applicant for promotion during the academic year in which they serve on the Committee.

(2)   ***Responsibilities***

- Review all portfolios for promotion submitted within the department and vote "yes" or "no" as to whether the criteria for promotion to the next academic rank were met by each candidate.

- Provide written support for each portfolio denial and attach it to the Division Committee Recommendation Form, Form 2321/003, (Attachment C*)* to be turned in to the Vice Chancellor for Academic and Student Affairs.

- Forward the portfolios, the Division Committee Recommendation Form, and any written support for denials to the Vice Chancellor for Academic and Student Affairs by the date specified in the Promotion Timeline.

- Send a copy of the Division Recommendation Form with any attached support to the academic dean.

- Maintain confidentiality of committee discussions and decisions. Committee members must not discuss deliberations outside the committee meetings and must direct all questions concerning decisions to the Vice Chancellor for Academic and Student Affairs.

C.   **College Promotion Committee**

(1)   ***Role/Eligibility***

The role of the College Promotion Committee is to determine if the promotion portfolios meet the criteria for promotion. Those portfolios that meet the criteria must receive a "yes" vote for promotion. Those portfolios that do not meet the criteria **must** receive a "no" vote.   Either a "yes" or a "no" is REQUIRED for each portfolio).

(2)   ***Responsibilities***

- Elect a Chair and Chair-Elect from the committee members.

- Review all portfolios for promotion submitted from the Division Promotion Committees and vote "yes" or "no" as to whether the criteria for promotion to the next academic rank were met by each candidate.

- Provide written support for each portfolio denial and attach it to the College Committee Recommendation Form, Form 2321/005, (Attachment E) to be turned in to the Vice Chancellor for Academic and Student Affairs.

- Forward the portfolios, the College Committee Recommendation Form and any attached support to the Vice Chancellor for Academic and Student Affairs by the date specified in the Promotion Timeline.

- Send a copy of the College Committee Recommendation Form and any attached support to the appropriate academic dean.

- Meet (College Committee Chair only) with the Vice Chancellor for Academic and Student Affairs to compare the Division Committee Recommendation Form with the College Committee Recommendation Form in order to determine which portfolios have received a split vote. The Vice Chancellor for Academic and Student Affairs will then convene the Academic Affairs Promotion Appeals Council to vote on the split-vote portfolios.

- Once the Academic Promotion Appeals Affairs Council has convened, meet (College Committee Chair only) with the Vice Chancellor for Academic and Student Affairs to complete the College Committee Recommendation Form, which will list all candidates who have met criteria for promotion. (This list will also include the names of the candidates who have received a "yes" vote from the Academic Affairs Promotion Appeals Council).

- Meet (College Committee Chair only) with the Vice Chancellor for Academic and Student Affairs to discuss recommendations for changes in policies and procedures to be presented to the College-wide Academic and Student Affairs Council and any appropriate standing committees.

- Make recommendations to the Academic and Student Affairs Council with a copy to the Faculty Senate President concerning changes in the procedure.

- Maintain confidentiality of committee discussions and decisions. Committee members must not discuss deliberations outside the committee meetings and must direct all questions concerning decisions to the Vice Chancellor for Academic and Student Affairs.

D. **Academic Affairs Promotion Appeals Council**

(1) ***Role/Eligibility***

The role of the Academic Affairs Promotion Appeals Council is to resolve split vote situations that occur when a candidate receives one "yes" vote and one "no" vote from the Division Promotion Committee and the College Promotion Committee. In these situations, the Academic Affairs Promotion Appeals Council is to determine if the promotion portfolios meet the criteria for promotion. Those portfolios that meet the criteria must receive a "yes" vote for promotion. Those portfolios that do not meet the criteria **must** receive a "no" vote.   Either a "yes" or a "no" is REQUIRED for each portfolio.

(2)   *Responsibilities*

- Review all portfolios submitted from the College Promotion Committee and vote "yes" or "no" as to whether the criteria were met for promotion to the next academic rank by each candidate.

- Provide written support for each portfolio denial and attach it to the [Academic Affairs Promotion Appeals Council Recommendation Form, Form 2321/007](#), (Attachment G).

- Provide the Academic Affairs Promotion Appeals Council Recommendation Form and any attached support to the Vice Chancellor for Academic and Student Affairs who will meet with the Chair of the College Promotion Committee to compile the final, comprehensive list of recommended promotions.

- Send a copy of the Academic Affairs Promotion Appeals Council Recommendation Form and any attached support to the Vice Chancellor for Academic and Student Affairs who will notify the Chancellor of the recommendations.

2.   **Promotion Process**

A.   **Applicant's Verification of Eligibility by Academic Dean**

Faculty members who wish to apply for promotion must complete and submit the [Verification of Eligibility Form, Form 2321/001A](#) (see Attachment A) to the academic deans, according to the timeline, verification of last date of application for most recently attained promotion (or date of hiring), and supervisor evaluation summary sheets for the last three consecutive academic years, not including the current academic year nor any year prior to the academic year in which the applicant previously applied for the last approved promotion. Academic deans are responsible for guaranteeing eligibility for promotion by verifying documentation.

The academic dean will notify faculty members of their eligibility by completing and returning the Verification of Eligibility Form according to the timeline. This form, with the annual supervisor evaluation summary sheets*,* will become the cover page for their [application.](#)

B.   **Eligible Applicants**

Eligible applicants are responsible for submitting their Promotion Portfolio and all supporting documentation, in hard copy or via the online Canvas Promotion Portfolio portal, to the academic dean on or before the date specified in the yearly timeline.

All applicants are encouraged to attend the workshop on developing the promotion portfolio presented by previous successful applicants.   This workshop is to be coordinated *by* the Faculty Evaluation and Improvement of Instruction Committee *through* the Office of Instructional Technology, Support, and Professional Development.

After submission of the portfolio, no changes may be made, and no addition or removal of documents will be permitted. After notification of promotion decisions, Promotion Portfolios submitted in hard copy (those not submitted via the online Canvas Promotion Portfolio portal) are returned to candidates through the academic divisions.

C.   **Denial of Promotion**

Faculty who are denied promotion are encouraged to consult with the Office of Instructional Technology, Support, and Professional Development for guidance in preparing a portfolio for a future application period.

D.   **Division Promotion Committees**

Promotion Portfolios from all faculty members seeking promotion will be submitted to the appropriate Division Promotion Committee on the date specified in the timeline. Promotion Portfolios are confidential.   Academic deans will ensure that Promotion Portfolios are maintained and reviewed in a secured location.

The first meeting of the Division Promotion Committee will be convened by the academic dean according to the timeline, at which time the Committee will elect a chair. The first order of business will be to verify the date of hiring/promotion of each applicant. The Committee may remove from consideration any applicant not meeting the eligibility requirements.

Individual members of the Division Committee will read the promotion portfolio and determine whether a candidate meets the criteria for promotion. The results of each committee member will be recorded on Division Committee *Individual* Recommendation Forms, Form 2321/002 (Attachment B). The Committee will then meet to vote "yes" or "no" on each candidate. The final determination is made by majority vote or consensus.

The Division Committee Recommendation Form, Form 2321/003, (Attachment C) will be completed by the Committee Chair. This form and any attached support of denials will be included with the portfolios to be sent forward to the Vice Chancellor for Academic and Student Affairs according to the timeline.

E.   **College Promotion Committee**

The first meeting of the College Promotion Committee will be convened by the Vice Chancellor for Academic and Student Affairs according to the timeline. At this time, the Committee will elect a chair. The first order of business of the College Promotion Committee will be to verify the date of hiring/promotion of each applicant. The College Promotion Committee may remove from consideration any applicant not meeting the eligibility requirements.

Individual members of the College Promotion Committee will read the promotion portfolio and determine whether the candidate meets the criteria for promotion. The results of each committee member will be recorded on College Committee *Individual* Recommendation Forms, Form 2321/006, (Attachment F).

The next evaluation by the College Promotion Committee will take place only after each Committee member has evaluated each applicant. The Committee will meet to vote "yes" or *"no"* on each candidate. The final determination is by majority vote or consensus. In the case of a tie, the portfolio will be forwarded to the Academic Affairs Promotion Appeals Council.

The College Committee Recommendation Form, Form 2321/005 (Attachment E) will be completed by the Committee Chair according to the established timeline. The Committee Chair will meet with the Vice Chancellor for Academic and Student Affairs to compare the College Committee Recommendation Form with the Division Committee Recommendation Form to determine if any candidates received a split vote, one "yes" and one "no." If so, the Vice Chancellor for Academic and Student Affairs will convene the Academic Affairs Promotion Appeals Council to resolve the situation.

Once resolved, the Vice Chancellor for Academic and Student Affairs will meet with the Chair of the College Promotion Committee to make any necessary changes to the final, comprehensive list of recommended promotions before presenting it to the Chancellor.

F.   **Academic Affairs Promotion Appeals Council**

The Academic Affairs Promotion Appeals Council is convened by the Vice Chancellor for Academic and Student Affairs to address split-votes between the College Committee and the Division Committee (one "yes" and one "no"). Individual members of the Academic Affairs Promotion Appeals Council will read the Promotion Portfolios and determine whether or not a candidate has met the criteria for promotion. The results of these evaluations will be recorded on Academic Affairs Promotion Appeals Council *Individual* Recommendation Forms, Form 2321/006 (Attachment F).

The Council will then meet to vote "yes" or "no" on each candidate. The determination on whether or not a candidate is eligible for promotion is to be made by majority vote or consensus. The decision of the Academic Affairs Promotion Appeals Council will be final. The Academic Affairs Promotion Appeals Council Recommendation Form, Form 2321/007 (Attachment G) will be completed and provided to the Vice Chancellor for Academic and Student Affairs.

G.   **Vice Chancellor for Academic and Student Affairs**

After the Academic Affairs Promotion Appeals Council meets, the Vice Chancellor for Academic and Student Affairs will contact the College Promotion Committee Chair. Both will review the Division Committee Recommendation Form, the College Committee Recommendation Form, and the Academic Affairs Promotion Appeals Council Recommendation Form. They will compile the final, comprehensive list of recommended promotions and present it to the Chancellor by the date specified in the timeline.

The Chair of the College Committee will make recommendations concerning changes and procedure in the promotion process.

The Vice Chancellor for Academic and Student Affairs will notify candidates who were denied promotion in writing of the denial.

H.   **Chancellor**

The Chancellor will provide the College's recommended list of all qualified candidates for initial promotion to the Board of Supervisors for the Louisiana Community and Technical College System. The Chancellor will notify by letter those candidates who were promoted at the time of their promotion.

3.   **Permanent Timeline**

The following timeline is a general guideline; however, circumstances may require adjustments to the timeline on a yearly basis. In addition, *whenever the designated day falls on a holiday in any year, the timeline will be adjusted accordingly, using either the last working day before or after the holiday, as appropriate.*

Each year the specific dates for the [Promotion-in-Rank Timeline](#) will be determined and distributed by the Vice Chancellor for Academic and Student Affairs on Convocation Day in August.

Permanent Timeline

Convocation Day (August)	Vice Chancellor for Academic and Student Affairs distributes current timeline for promotion at Convocation.
First Monday in October	Faculty members who wish to apply for promotion submit Verification of Eligibility Form to their academic deans.
Second Monday in October	Academic dean reviews Verification of Eligibility Forms.
Fourth Monday in October	Academic dean notifies faculty members of their eligibility to apply for promotion and emails the list of eligible applicants to the Vice Chancellor for Academic and Student Affairs. The Vice Chancellor for Academic and Student Affairs emails the list of eligible applicants to the Chair of the Faculty Evaluation and Improvement of Instruction Committee, who in turn emails the applicants regarding the workshop on preparation of portfolio.
First Week in November	Applicants attend workshop on preparation of portfolio.
First Class Day in December	Faculty Senate representatives, in consultation with the academic dean develop lists of faculty members eligible to serve on Division Promotion Committees.

Permanent Timeline (continued):

January – **Convocation Week**	Faculty Senate division representatives select members of Division Committees by lot and submit names to respective academic deans, who in turn emails the names of the Division Committee members to the Vice Chancellor for Academic and Student Affairs. The Vice Chancellor for Academic and Student Affairs emails the Office of Instructional Technology, Support, and Professional Development's designated Canvas Administrator to request the Division Committee members be given permission to view applicant submissions.
	The designated Canvas Administrator in turn emails Division Committee members submission viewer video links. At a designated time during this week, faculty members selected to serve onthe Division Committees participate in training on the process for evaluation of promotion portfolios. Division Committees have first meeting to elect chair and set meeting dates.
January- **Friday of** **Convocation Week**	Faculty members submit the [Verification of Eligibility Form (Form 2321/001A),](#) along with promotion portfolios, to their academic deans. When an application is received that is not on Form 2321/001A, the applicant has forfeited their opportunity to apply during the current year.
	[Note: Supervisor evaluations and teaching, service, and professional development activities from the current academic year, nor any year prior to the academic year in which the applicant previously applied for the last approved promotion, are NOT to be included in the promotion packet.]
January- **Tuesday Following** **Convocation Week**	The academic dean sends out notice of first meeting of Division Promotion Committee to elect chair and set meeting dates.
Fourth Friday **in January**	Academic deans convene first meeting of Division Committees to begin review of portfolios.
Fourth Friday **in February**	Division Committee Chairs deliver promotion portfolios, with completed Committee Recommendation Forms (Forms 2321/003) by academic rank, to the academic dean.
First Friday in March	All portfolios are sent to the Vice Chancellor for Academic and Student Affairs for review by the College Committee. The Vice Chancellor for Academic and Student Affairs emails the Office of Instructional Technology, Support, and Professional Development's designated Canvas Administrator to request the College Committee members be given viewer permissions for the submissions.
	Academic deans forward all portfolios and Committee Recommendation Forms (Forms 2321/003) to the Vice Chancellor for Academic and Student Affairs.

Permanent Timeline (continued):

Second Friday in March	Vice Chancellor for Academic and Student Affairs holds first meeting of College Promotion-in-Rank Committee, gives charge to Committee, provides all needed documents, including portfolios, and oversees election of chair.
Second Friday in April	The College Committee makes recommendations on promotions to the Vice Chancellor for Academic Affairs, who reviews recommendations with Chair of the College Committee, and compares the Division Committee Recommendation Form with the College Committee Recommendation Form to determine which portfolios have received a split vote.
Third Friday in April	Vice Chancellor for Academic and Student Affairs convenes the Academic Affairs Promotion Appeals Council to review portfolios which have received split votes from the Division Committees and the College Committee. The Vice Chancellor Academic Affairs gives charge to the committee and provides all needed documentation.
First Friday in May	The Academic Affairs Promotion Appeals Council re-convenes to discuss recommendations on those portfolios receiving a split vote and to complete the Academic Affairs Promotion Appeals Council Recommendation Form.
Second Friday in May	The Vice Chancellor for Academic and Student Affairs meets with the Chair of the College Committee to review the Division Committee Recommendation Form, the College Committee Recommendation Form and the Academic Affairs Promotion Appeals Council Recommendation Form, and then compile the final, comprehensive list of recommended promotions and present it to the Chancellor.
Fourth Friday in May	The Chancellor notifies all candidates recommended for promotion in writing of their status and informs the Vice Chancellor for Business and Administrative Affairs of the names and ranks of those promoted for inclusion in the institutional budget. Faculty members hired before 1993 and promoted to Associate Professor are also awarded tenure. The Vice Chancellor for Academic and Student Affairs will notify candidates who were denied promotion in writing of the denial.
Board Submission Date	Recommendations for initial promotion submitted with budget to Board of Supervisors for Louisiana Colleges and Technical College System (LCTCS) for approval according to submission date established by the LCTCS Office.
Following Completion of Promotion Process	Portfolios submitted in hard copy (those not submitted via the online online Canvas Promotion Portfolio portal) are returned to candidates through the academic divisions.

4. **Promotion Forms**

Attachment A -   *Application for Promotion:*
                  Verification of Eligibility Form (Form 2321/001A)

Attachment B -   Division Committee *Individual* Recommendation Form
                  (Form 2321/002)

Attachment C -   Division Committee Recommendation Form
                  (Form 2321/003)

Attachment D -   College Committee *Individual* Recommendation Form
                  (Form 2321/004)

Attachment E -   College Committee Recommendation Form
                  (Form 2321/005)

Attachment F -   Academic Affairs Promotion Appeals Council *Individual*
                  Recommendation Form (Form 2321/006)

Attachment G -   Academic Affairs Promotion Appeals Council Recommendation
                  Form (Form 2321/007)

Delgado
COMMUNITY COLLEGE

Application for Promotion:
VERIFICATION OF ELIGIBILITY FOR PROMOTION FORM

Applicant's Name _____
Division_____**Date**_____

Minimum Time-In-Rank Eligibility Requirement
Present Rank_____
Date of Last Promotion (or Hiring)_____
(attach documentation)

Professional Preparation Eligibility*
Teaching
Discipline_____

Minimum Credentials Held (yes/no)_____

Academic Areas only: **Number of Graduate Credits in Discipline**_____

Eligibility Based on Supervisor Evaluations*

Supervisor Evaluations indicate a rating of "4," or "4.5," or "5" for the last three consecutive academic years*

(yes/no)_____
(attach overall evaluation forms or supervisor summary sheets)

• •

The applicant meets the minimum Time-in-Rank requirements, Professional Preparation Eligibility requirements, and Eligibility Requirements based on Annual Supervisor Evaluations.

Yes_____   No_____

Reason (if no)_____

_____
Signature of Academic Dean   Date

* After academic dean has verified eligibility, this form and all attached documentation will be returned to the applicant. Only the Overall Evaluation Forms or Supervisor Evaluation Summary Sheets (for academic years 2023-2024) are to be included in the applicant's portfolio.

Form 2321/001A (5/24)

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Delgado
COMMUNITY COLLEGE

DIVISION COMMITTEE INDIVIDUAL RECOMMENDATION FORM
To be used by Division Committee Members

Applicant's Name_____

Division_____

Applying For_____

Date of Last Promotion (or Hiring) _____

I.   **Supervisor Evaluations**: (must be "4" or "4.5," or "5" for all three years)
      Note: Evaluations from current academic year are not to be included.

      Academic Year (_____ - _____)   Rating_____
      Academic Year (_____ - _____)   Rating_____
      Academic Year (_____ - _____)   Rating_____

II. **Faculty Professional Growth Forms** (**or Preliminary Evaluation Agreements for academic years prior to 2023-2024**) (check 'yes' or 'no' if included in packet)

      Academic Year (_____ - _____) _____ Yes   _____ No
      Academic Year (_____ - _____) _____ Yes   _____ No
      Academic Year (_____ - _____) _____ Yes   _____ No
      If Applicable:
      Academic Year (_____ - _____) _____ Yes   _____ No
      Academic Year (_____ - _____) _____ Yes   _____ No

III. **Teaching and Direct Instructional Activities** (**All Applicants**)

      Minimum number of instances for at least three of the five preceding applicable academic years:

      Assistant Professor - 4 instances; Associate Professor – 6 instances; Professor – 6 instances

      Academic Year (_____ - _____) Instance:_____
      Academic Year (_____ - _____) Instance:_____
      Academic Year (_____ - _____) Instance:_____
      Academic Year (_____ - _____) Instance:_____
      Academic Year (_____ - _____) Instance:_____
      Academic Year (_____ - _____) Instance:_____

      Comments:_____
      _____

      Does the documentation indicate annual participation in activities that examine, improve, and/ or support instruction according to the criteria indicated for the desired rank and relate to the goals agreed upon each year on the Faculty Professional Growth Forms (or Preliminary Evaluation Agreement Forms for academic years prior to 2023-2024)? Documentation for other accomplishments and contributions *may* also be included. ***Note: Evaluations from current academic year are not to be included.***

                    _____ Yes   _____ No

IV. Service to Students, Department, Division, College, or Community (All Applicants)

Minimum number of instances for at least three of the five preceding applicable academic years, *which includes at least 1 instance at the college-wide level:*

Assistant Professor - 4 instances; Associate Professor – 6 instances; Professor – 6 instances

Academic Year (_____ - _____) Instance:_____
Academic Year (_____ - _____) Instance:_____
Academic Year (_____ - _____) Instance:_____
Academic Year (_____ - _____) Instance:_____
Academic Year (_____ - _____) Instance:_____
Academic Year (_____ - _____) Instance:_____

Comments:_____
_____

Does the documentation indicate annual participation in activities of service to students, departments, division, and the College, and the community, according to the criteria specified for the desired rank *and* relate to the goals agreed upon each year on the Faculty Professional Growth Forms (or Preliminary Evaluation Agreement Forms for academic years prior to 2023-2024)? Documentation for other accomplishments and contributions *may* also be included. ***Note:*** ***Evaluations from current academic year are not to be included.***

_____ Yes   _____ No

V. Professional Development (All Applicants)

Minimum number of instances for at least three of the five preceding applicable academic years:

Assistant Professor - 2 instances; Associate Professor – 6 instances; Professor—6 instances

Academic Year (_____ - _____) Instance:_____
Academic Year (_____ - _____) Instance:_____
Academic Year (_____ - _____) Instance:_____
Academic Year (_____ - _____) Instance:_____
Academic Year (_____ - _____) Instance:_____
Academic Year (_____ - _____) Instance:_____

Comments:_____
_____

Does the documentation indicate annual participation in professional development activities according to the criteria specified for the desired rank and relate to the goals agreed upon each year on the Faculty Professional Growth Forms (or Preliminary Evaluation Agreement Forms for academic years prior to 2023-2024)? Documentation for other accomplishments and contributions *may* also be included. ***Note:*** ***Evaluations from current academic year are not to be included.***

_____ Yes   _____ No

Attachment B (continued)

VI.   Leadership (for Rank of Professor only)

Minimum of 3 instances **for at least three of the five preceding applicable academic years:**

Academic Year (_____ - _____) Instance:_____
Academic Year (_____ - _____) Instance:_____
Academic Year (_____ - _____) Instance:_____
Academic Year (_____ - _____) Instance:_____
Academic Year (_____ - _____) Instance:_____
Academic Year (_____ - _____) Instance:_____

Comments:_____
_____

Does the documentation indicate at least three examples of participation in leadership activities according to the criteria specified for this rank and relate to the goals agreed upon each year on the Faculty Professional Growth Forms (or Preliminary Evaluation Agreement Forms for academic years prior to 2023-2024)? Documentation for other accomplishments and contributions *may* also be included. **Note*: Evaluations from current academic year are not to be included.**

_____ Yes   _____ No

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If the portfolio satisfactorily **meets all of the above criteria**, the applicant is eligible for promotion to the desired rank. Please indicate whether you agree that the requirements for promotion to the next rank have been met according to the documentation in this portfolio.

Signature of Committee Member_____   Date_____

If the criteria for any one of the above categories **have NOT been satisfactorily met**, or if the documentation for that category is insufficient, the applicant is NOT eligible for promotion at this time. If such is the case, please indicate reason or reasons for denying promotion:

Signature of Committee Member_____   Date_____

Delgado
COMMUNITY COLLEGE

DIVISION COMMITTEE RECOMMENDATION FORM

Portfolio Listing for Rank of

_____

From

_____
Division

For each Promotion Portfolio, list applicant's name and indicate whether the Portfolio met the criteria specified for the above rank:

Applicant's Name	**Met Criteria**	***Did Not Meet Criteria** *(*Complete back page)*
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Completed by:

_____   _____
Signature of Division Committee Chair   Date

The applicant(s) below did not meet the criteria specified for the above rank:

Applicant's Name: _____

Reason for not meeting criteria:

_____

_____

_____

Applicant's Name: _____

Reason for not meeting criteria:

_____

_____

_____

Applicant's Name: _____

Reason for not meeting criteria:

_____

_____

_____

Applicant's Name: _____

Reason for not meeting criteria:

_____

_____

_____

Completed by:

_____   _____

Signature of Division Committee Chair   Date

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COMMUNITY COLLEGE

COLLEGE COMMITTEE INDIVIDUAL RECOMMENDATION FORM
To be used by College Committee Members

Applicant's Name_____

Division_____

Applying For_____

Date of Last Promotion (or Hiring) _____

I. **Supervisor Evaluations**: (must be "4" or "4.5," or "5" for all three years)
Note: ***Evaluations from current academic year are not to be included.***

Academic Year (_____ - _____)   Rating_____
Academic Year (_____ - _____)   Rating_____
Academic Year (_____ - _____)   Rating_____

II. **Faculty Professional Growth Forms or Preliminary Evaluation Agreements for academic years prior to 2023-2024** (check 'yes' or 'no' if included in packet)

Academic Year (_____ - _____)   _____ Yes   _____ No
Academic Year (_____ - _____)   _____ Yes   _____ No
Academic Year (_____ - _____)   _____ Yes   _____ No
If Applicable:
Academic Year (_____ - _____)   _____ Yes   _____ No
Academic Year (_____ - _____)   _____ Yes   _____ No

III. **Teaching and Direct Instructional Activities (All Applicants)**

Academic Year (_____ - _____) Instance:_____
Academic Year (_____ - _____) Instance:_____
Academic Year (_____ - _____) Instance:_____
Academic Year (_____ - _____) Instance:_____
Academic Year (_____ - _____) Instance:_____
Academic Year (_____ - _____) Instance:_____

Comments:_____
_____

Does the documentation indicate annual participation in activities that examine, improve, and/ or support instruction according to the criteria indicated for the desired rank *and* relate to the goals agreed upon each year on the Faculty Professional Growth Forms (or Preliminary Evaluation Agreement Forms for academic years prior to 2023-2024)? Documentation for other accomplishments and contributions *may* also be included. **Note**: ***Evaluations from current academic year are not to be included.***

_____ Yes   _____ No

IV. **Service to Students, Department, Division, College, or Community (All Applicants)**

Minimum number of instances for at least three of the five preceding applicable academic years, which includes at least 1 instance at the college-wide level:

Assistant Professor - 4 instances; Associate Professor – 6 instances; Professor – 6 instances

Academic Year (_____ - _____) Instance:_____
Academic Year (_____ - _____) Instance:_____
Academic Year (_____ - _____) Instance:_____
Academic Year (_____ - _____) Instance:_____
Academic Year (_____ - _____) Instance:_____
Academic Year (_____ - _____) Instance:_____

Comments:_____

Does the documentation indicate annual participation in activities of service to students, departments, division, the College, or community, according to the criteria specified for the desired rank *and* relate to the goals agreed upon each year on the Faculty Professional Growth Forms (or Preliminary Evaluation Agreement Forms for academic years prior to 2023-2024)? Documentation for other accomplishments and contributions *may* also be included. **Note***: **Evaluations from current academic year are not to be included.***

_____ Yes   _____ No

V. **Professional Development (All Applicants)**

Minimum number of instances for at least three of the five preceding applicable academic years:

Assistant Professor - 2 instances; Associate Professor – 6 instances; Professor—6 instances

Academic Year (_____ - _____) Instance:_____
Academic Year (_____ - _____) Instance:_____
Academic Year (_____ - _____) Instance:_____
Academic Year (_____ - _____) Instance:_____
Academic Year (_____ - _____) Instance:_____
Academic Year (_____ - _____) Instance:_____

Comments:_____

Does the documentation indicate annual participation in professional development activities according to the criteria specified for the desired rank *and* relate to the goals agreed upon each year on the Faculty Professional Growth Forms (or Preliminary Evaluation Agreement Forms for academic years prior to 2023-2024)? Documentation for other accomplishments and contributions *may* also be included. **Note***: **Evaluations from current academic year are not to be included.***

_____ Yes   _____ No

VI.   **Leadership (for Rank of Professor only)**

Minimum of 3 instances **for at least three of the five preceding applicable academic years:**

Academic Year (_____ - _____) Instance:_____
Academic Year (_____ - _____) Instance:_____
Academic Year (_____ - _____) Instance:_____
Academic Year (_____ - _____) Instance:_____
Academic Year (_____ - _____) Instance:_____
Academic Year (_____ - _____) Instance:_____

Comments:_____
_____

Does the documentation indicate at least three examples of participation in leadership activities according to the criteria specified for this rank *and* relate to the goals agreed upon each year on the Faculty Professional Growth Forms (or Preliminary Evaluation Agreement Forms for academic years prior to 2023-2024)? Documentation for other accomplishments and contributions *may* also be included. *Note: **Evaluations from current academic year are not to be included.***

_____ Yes   _____ No

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If the portfolio satisfactorily **meets all of the above criteria**, the applicant is eligible for promotion to the desired rank. Please indicate whether you agree that the requirements for promotion to the next rank have been met according to the documentation in this portfolio.

Signature of Committee Member_____Date _____

If the criteria for any one of the above categories **have NOT been satisfactorily met**, or if the documentation for that category is insufficient, the applicant is NOT eligible for promotion at this time. If such is the case, please indicate reason or reasons for denying promotion:

Signature of Committee Member_____Date _____

Delgado
COMMUNITY COLLEGE

COLLEGE COMMITTEE RECOMMENDATION FORM

Portfolio Listing for Rank of

_____

From

The College Committee

For each Promotion Portfolio, list applicant's name and indicate whether the Portfolio met the criteria specified for the above rank:

Applicant's Name	Met Criteria	*Did Not Meet Criteria *(*Complete back page)*
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Completed by:

_____   _____
Signature of College Committee Chair   Date

*The applicant(s) below did not meet the criteria specified for the above rank:

Applicant's Name: _____

Reason for not meeting criteria:

_____

_____

_____

Applicant's Name: _____

Reason for not meeting criteria:

_____

_____

_____

Applicant's Name: _____

Reason for not meeting criteria:

_____

_____

_____

Applicant's Name: _____

Reason for not meeting criteria:

_____

_____

_____

Completed by:

_____   _____
Signature of College Committee Chair   Date

Delgado
COMMUNITY COLLEGE

ACADEMIC AFFAIRS PROMOTION APPEALS COUNCIL
***INDIVIDUAL* RECOMMENDATION FORM**
To be used by Academic Affairs Promotion Appeals Council Members

Applicant's Name_____
Division_____
Applying For_____
Date of Last Promotion (or Hiring) _____

I. **Supervisor Evaluations**: (must be "4" or "4.5," or "5" for all three years)
*Note: **Evaluations from current academic year are not to be included.***

Academic Year (_____ - _____)   Rating_____
Academic Year (_____ - _____)   Rating_____
Academic Year (_____ - _____)   Rating_____

II. **Faculty Professional Growth Forms or Preliminary Evaluation Agreements for academic years prior to 2023-2024** (check 'yes' or 'no' if included in packet)

Academic Year (_____ - _____) _____ Yes   _____ No
Academic Year (_____ - _____) _____ Yes   _____ No
Academic Year (_____ - _____) _____ Yes   _____ No
If Applicable:
Academic Year (_____ - _____) _____ Yes   _____ No
Academic Year (_____ - _____) _____ Yes   _____ No

III. **Teaching and Direct Instructional Activities** (**All Applicants**)

Minimum number of instances for at least three of the five preceding applicable academic years:

Assistant Professor - 4 instances; Associate Professor – 6 instances; Professor – 6 Instances

Academic Year (_____ - _____) Instance:_____
Academic Year (_____ - _____) Instance:_____
Academic Year (_____ - _____) Instance:_____
Academic Year (_____ - _____) Instance:_____
Academic Year (_____ - _____) Instance:_____
Academic Year (_____ - _____) Instance:_____

Comments:_____
_____

Does the documentation indicate annual participation in activities that examine, improve, and/ or support instruction according to the criteria indicated for the desired rank *and* relate to the goals agreed upon each year on the Faculty Professional Growth Forms (or Preliminary Evaluation Agreement Forms for academic years prior to 2023-2024)? Documentation for other accomplishments and contributions *may* also be included. **Note*: **Evaluations from current academic year are not to be included.***

_____ Yes   _____ No

**IV.   Service to Students, Department, Division, College, or Community
(All Applicants)**

Minimum number of instances for at least three of the five preceding applicable
academic years, *which includes at least 1 instance at the college-wide level:*

**Assistant Professor - 4 instances; Associate Professor – 6 instances; Professor – 6
instances**

Academic Year (_____ - _____) Instance:_____
Academic Year (_____ - _____) Instance:_____
Academic Year (_____ - _____) Instance:_____
Academic Year (_____ - _____) Instance:_____
Academic Year (_____ - _____) Instance:_____
Academic Year (_____ - _____) Instance:_____

Comments:_____
_____

Does the documentation indicate annual participation in activities of service to students,
departments, division, the College, or community, according to the criteria specified for the
desired rank *and* relate to the goals agreed upon each year on the *Preliminary Evaluation
Agreement Forms?* **Note*:* Evaluations from current academic year are not to be included.**
                        _____ Yes   _____ No

V.   Professional Development (All Applicants)

Minimum number of instances for at least three of the five preceding applicable
academic years:

**Assistant Professor - 2 instances; Associate Professor – 6 instances; Professor—6
instances**

Academic Year (_____ - _____) Instance:_____
Academic Year (_____ - _____) Instance:_____
Academic Year (_____ - _____) Instance:_____
Academic Year (_____ - _____) Instance:_____
Academic Year (_____ - _____) Instance:_____
Academic Year (_____ - _____) Instance:_____

Comments:_____
_____

Does the documentation indicate annual participation in professional development activities
according to the criteria specified for the desired rank *and* relate to the goals agreed upon each
year on the Faculty Professional Growth Forms (or Preliminary Evaluation Agreement Forms for
academic years prior to 2023-2024)? Documentation for other accomplishments and
contributions *may* also be included. **Note*:* Evaluations from current academic year are not
to be included.**

                        _____ Yes   _____ No

VI.   Leadership (for Rank of Professor only)

Minimum of 3 instances for at least three of the five preceding applicable academic years:

Academic Year (_____ - _____) Instance:_____
Academic Year (_____ - _____) Instance:_____
Academic Year (_____ - _____) Instance:_____
Academic Year (_____ - _____) Instance:_____
Academic Year (_____ - _____) Instance:_____
Academic Year (_____ - _____) Instance:_____

Comments:_____
_____

Does the documentation indicate at least three examples of participation in leadership activities according to the criteria specified for this rank *and* relate to the goals agreed upon each year on the Faculty Professional Growth Forms (or Preliminary Evaluation Agreement Forms for academic years prior to 2023-2024)? Documentation for other accomplishments and contributions *may* also be included. **Note*: Evaluations from current academic year are not to be included.*

_____ Yes   _____ No

••

If the portfolio satisfactorily **meets all of the above criteria**, the applicant is eligible for promotion to the desired rank. Please indicate whether you agree that the requirements for promotion to the next rank have been met according to the documentation in this portfolio.

Signature of Council Member_____Date_____

If the criteria for any one of the above categories **have NOT been satisfactorily met**, or if the documentation for that category is insufficient, the applicant is NOT eligible for promotion at this time. If such is the case, please indicate reason or reasons for denying promotion:

Signature of Council Member_____Date_____

Form 2321/006 (5/24) *(page 3 of 3)*

Delgado
COMMUNITY COLLEGE

ACADEMIC AFFAIRS PROMOTION APPEALS COUNCIL RECOMMENDATION FORM

Portfolio Listing for Rank of

_____
From

The Academic Affairs Promotion Appeals Council

For each Promotion Portfolio, list applicant's name and indicate whether the Portfolio met the criteria specified for the above rank:

Applicant's Name	**Met Criteria**	***Did Not Meet Criteria** *(*Complete back page)*
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Completed by:

_____   _____
Signature of Vice Chancellor for Academic and   Date
Student Affairs

Form 2321/007 (5/24)

*The applicant(s) below did not meet the criteria specified for the above rank:

Applicant's Name: _____

Reason for not meeting criteria:

_____

_____

_____

Applicant's Name: _____

Reason for not meeting criteria:

_____

_____

_____

Applicant's Name: _____

Reason for not meeting criteria:

_____

_____

_____

Applicant's Name: _____

Reason for not meeting criteria:

_____

_____

_____

Completed by:

_____   _____

Signature of Vice Chancellor for Academic and   Date
Student Affairs