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 him/herself 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 Division Dean. The faculty member should have an ongoing professional dialogue with the members of his or her 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 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 he/she serves 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 Affairs.

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

• Send a copy of the Division Recommendation Form with any attached support to the Division Dean. After review of all portfolios by the Division Dean, faculty are notified in writing by the Chair of the Division Committee as to the status of their applications.

• 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 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 Affairs.

- Forward the portfolios, the College Committee Recommendation Form and any attached support to the Vice Chancellor for Academic 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 Division Dean who will notify candidates of the status of their portfolios.

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

- Make recommendations to the Academic Affairs Council with a copy to the Faculty Senate President concerning changes in the procedure of the Promotion Process.
• 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 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 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 Affairs who will notify the Chancellor and all candidates of the status of their portfolios. In addition, the Vice Chancellor will refer candidates who are not recommended for promotion to the Office of Faculty and Staff Development, which will provide reason(s) for denial of promotion and advise accordingly.
2. **Promotion Process**

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

Faculty members who wish to apply for promotion must complete and submit the Verification of Eligibility Form, Form 2321/001A, and Verification of Documentation Form, Form 2321/001B (see Attachment A) to the Division Deans, according to the timeline, and must attach copies of transcripts with degrees conferred, 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. Division Deans are responsible for guaranteeing eligibility for promotion by verifying documentation.

The Division 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 the application. Transcripts will be returned to the faculty member or to the Division Dean and should not be forwarded with the rest of the portfolio.

B. **Eligible Applicants**

Eligible applicants are responsible for completing the Promotion Portfolio Routing Sheet, Form 2321/001C, (see Attachment A) and submitting their Promotion Portfolio and all supporting documentation to the Division Dean on or before the date specified in the yearly timeline. This application is available on the College’s web site and on computer disk in each division office.

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 Office of Faculty and Staff Development. The Division Dean is responsible for ensuring that the promotion portfolio is in the proper form and complete before it is submitted to the Division Promotion Committee. This is signified by the signatures of both the Division Dean and the applicant on the Promotion Portfolio Routing Sheet, Form 2321/001C (see Attachment A). For instances where the portfolios are not acceptable, the applicant will have forfeited the opportunity to apply for promotion during the current year.

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 will be permanently retained in the Office of Human Resources. Applicants are encouraged to make their own copies prior to submission.
C. Denial of Promotion

Upon completion of the promotion process, the Vice Chancellor for Academic Affairs notifies all candidates as to the status of their portfolios. In addition, the Vice Chancellor refers candidates who are not recommended for promotion to the Office of Faculty and Staff Development, which will provide reason(s) for denial of promotion and advise accordingly. Questions concerning denial of promotion should NOT be directed to the department or college-wide committees or individual members thereof.

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. Division 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 Division 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 Affairs according to the timeline so that candidates can be notified of the status of their portfolios.

E. College Promotion Committee

The first meeting of the College Promotion Committee will be convened by the Vice Chancellor for Academic 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. A copy of this form and any attached support will be sent to the appropriate Division Dean so that candidates can be notified of the status of their portfolios. The Committee Chair will meet with the Vice Chancellor for Academic 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 Affairs will convene the Academic Affairs Promotion Appeals Council to resolve the situation. Once resolved, the Vice Chancellor for Academic 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 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 Affairs. A copy of the Academic Affairs Promotion Appeals Council Recommendation Form will be sent to the appropriate Division Dean so that candidates can be notified of the status of their portfolios.
G. **Vice Chancellor for Academic Affairs**

After the Academic Affairs Promotion Appeals Council meets, the Vice Chancellor for Academic 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. Then the Vice Chancellor for Academic Affairs will notify all candidates as to the status of their portfolios.

In addition, the Vice Chancellor will refer candidates who are not recommended for promotion to the Office of Faculty and Staff Development, which will provide reason(s) for denial of promotion and advise accordingly.

The Vice Chancellor for Academic Affairs will hold the promotion portfolios in a secure location. After notification of promotion decisions, promotion portfolios will be permanently retained in the Office of Human Resources.

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.*

<table>
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<tr>
<th>Convocation Day</th>
<th>Vice Chancellor for Academic Affairs distributes current timeline for promotion at Convocation.</th>
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<tr>
<td>(August)</td>
<td>Faculty members who wish to apply for promotion submit Verification of Eligibility Form and Verification of Documentation Form to the Dean of the division.</td>
</tr>
<tr>
<td>First Monday in October</td>
<td>Division Dean reviews Verification of Eligibility and Documentation Forms.</td>
</tr>
<tr>
<td>Second Monday in October</td>
<td>Division Dean notifies faculty members of their eligibility to apply for promotion.</td>
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### Permanent Timeline (continued):

<table>
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<tr>
<th>Event</th>
<th>Description</th>
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<tr>
<td><strong>First Week in November</strong></td>
<td>Applicants attend workshop on preparation of portfolio.</td>
</tr>
<tr>
<td><strong>First Class Day in December</strong></td>
<td>Faculty Senate representatives, in consultation with the Division Dean develop lists of faculty members eligible to serve on Division Promotion Committees.</td>
</tr>
<tr>
<td><strong>January – Convocation Week</strong></td>
<td>Faculty Senate division representatives select members of Division Committees by lot and submit names to respective Division Deans.</td>
</tr>
<tr>
<td><strong>January-Friday of Convocation Week</strong></td>
<td>Faculty members submit Applications for Promotion (three parts), along with promotion portfolios, to Division Deans. When an application is received that is not on Forms 2321/001A, B, and C, the applicant has forfeited his/her opportunity to apply during the current year.</td>
</tr>
<tr>
<td><strong>January-Tuesday Following Convocation Week</strong></td>
<td>Division Dean sends out notice of first meeting of Division Promotion Committee to elect chair and set meeting dates.</td>
</tr>
<tr>
<td><strong>January-First or Second Week Following Convocation Week</strong></td>
<td>At a designated time during this week, faculty members selected to serve on the Division Committees attend a workshop on the process for evaluation of promotion portfolios. Division Committees have first meeting to elect chair and set meeting dates.</td>
</tr>
<tr>
<td><strong>Fourth Friday in January</strong></td>
<td>The Division Dean reviews portfolios, verifies proper format of portfolios, and signs the Promotion Portfolio Routing Form (Form 2321/001C), if acceptable. Division Deans convene first meeting of Division Committees to begin review of portfolios.</td>
</tr>
<tr>
<td><strong>Fourth Friday in February</strong></td>
<td>Division Committee Chairs deliver promotion portfolios, with completed Committee Recommendation Forms (Forms 2321/003) by academic rank, to the Division Dean.</td>
</tr>
<tr>
<td><strong>First Friday in March</strong></td>
<td>After review of all portfolios by the Division Dean, faculty are notified in writing by the Chair of the Division Committee as to the status of their applications. All portfolios are sent to the Vice Chancellor for Academic Affairs for review by the College Committee. Division Deans forward all portfolios and Committee Recommendation Forms (Forms 2321/003) to the Vice Chancellor for Academic Affairs.</td>
</tr>
</tbody>
</table>

[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.]
Permanent Timeline (continued):

<table>
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<th>Event Description</th>
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<tr>
<td><strong>Second Friday</strong>&lt;br&gt;in March</td>
<td>Vice Chancellor for Academic 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.</td>
</tr>
<tr>
<td><strong>Second Friday</strong>&lt;br&gt;in April</td>
<td>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.</td>
</tr>
<tr>
<td><strong>Third Friday</strong>&lt;br&gt;in April</td>
<td>Vice Chancellor for Academic 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.</td>
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<tr>
<td><strong>First Friday</strong>&lt;br&gt;in May</td>
<td>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.</td>
</tr>
<tr>
<td><strong>Second Friday</strong>&lt;br&gt;in May</td>
<td>The Vice Chancellor for Academic 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.</td>
</tr>
<tr>
<td><strong>Fourth Friday</strong>&lt;br&gt;in May</td>
<td>The Chancellor notifies all candidates 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.</td>
</tr>
<tr>
<td><strong>Board Submission Date</strong></td>
<td>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.</td>
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4. **Yearly Timeline**

Each year the specific dates for the Promotion-in-Rank Timeline will be determined and distributed by the Vice Chancellor for Academic Affairs on Convocation Day in August.
5. **Promotion Forms**

Attachment A - **Application for Promotion:**
Verification of Eligibility Form (Form 2321/001A)
Verification of Documentation Form (Form 2321/001B)
Promotion Portfolio Routing Sheet (Form 2321/001C)

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)
APPLICATION FOR PROMOTION

Form 2321/001A Verification of Eligibility Form
Form 2321/001B Verification of Documentation Form
Form 2321/001C Promotion Portfolio Routing Sheet
VERIFICATION OF ELIGIBILITY
FOR PROMOTION (Part A of Application)*

Applicant’s Name_____________________________________________________________________
Division_______________________________________Date_____________________________

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

Professional Preparation Eligibility*
The Teaching Discipline_________________________________________________
Minimum Credentials Held (yes/no)_____________________________________________________
(attach transcripts)

Academic Areas only: Number of Graduate Credits in Discipline_______________

Eligibility Based on Supervisor Evaluations*
Supervisor Evaluations indicate a rating of “4” or “5” for the last three consecutive academic years*
(yes/no)_______________________________________________________________________________
(attach 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 Division Dean__Date___

* After Division Dean has verified eligibility, this form and all attached documentation will be returned to the
applicant. Only the Supervisor Evaluation Summary Sheets are to be included in the applicant’s portfolio.
College transcripts are NOT to be included.
Documented Performance Ability
If supervisor's evaluations cannot be submitted for the last three consecutive academic years, explain the circumstances for each missing evaluation.

Supervisor Evaluations

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<th>Explanation</th>
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Signature of Applicant ___________________________ Date _____________

Signature of Division Dean/Coordinator ___________________________ Date _____________

Form 2321/001B (8/17)
Promotion Portfolio Routing Sheet  
(Part C of Application)

**Required Format of the Promotion Portfolio**

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The Portfolio contains the required elements listed above.

___________________________  ____________________
Signature of Applicant               Date

___________________________  ____________________
Signature of Division Dean/Coordinator  Date  

Form 2321/001C (8/17)
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 “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. Preliminary Evaluation Agreements (check ‘yes’ or ‘no’ if included in packet)
   Academic Year (______ - ______) _______ Yes            _______ No
   Academic Year (______ - ______) _______ Yes            _______ No
   Academic Year (______ - ______) _______ Yes

III. Teaching and Related Activities/ Academic Support (All Applicants)

Minimum number of instances over three-year period:
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? Note: Evaluations from current academic year are not to be included.

_____ Yes           _____ No
IV. Service to Students, Department, Division, and College (All Applicants)

Minimum number of instances over a three-year period, which includes at least 1 instance at the college-wide level:
Assistant Professor - 4 instances; Associate Professor – 6 instances; Professor – 6 instances

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Comments: ____________________________________________________________

Does the documentation indicate annual participation in activities of service to students, department, division, and College according to the criteria specified for the desired rank and according 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 Service and Development (All Applicants)

Minimum number of instances over a three-year period:
Assistant Professor - 2 instances; Associate Professor – 6 instances; Professor—6 instances

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Comments: ____________________________________________________________

Does the documentation indicate annual participation in professional service and/or development activities according to the criteria specified for the desired rank and according 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
VI. Leadership and Sharing of Content Area and/or Instructional Expertise with Colleagues (for Rank of Professor only)

Minimum of 3 instances over a three-year period.

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<th>Academic Year</th>
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Comments:________________________________________________________________________________________________
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Does the documentation indicate at least three examples of participation in leadership activities or in activities designed to share expertise with colleagues according to the criteria specified for this rank and according 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

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
**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:

<table>
<thead>
<tr>
<th>Applicant’s Name</th>
<th>Met Criteria</th>
<th>Did Not Meet Criteria</th>
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<tbody>
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Completed by:

______________________________  ____________________________
Signature of Division Committee Chair  Date

Form 2321/003 (8/17)
**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 “5” for all three years)

Note: Evaluations from current academic year are not to be included.

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<tr>
<th>Academic Year</th>
<th>Rating</th>
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**II. Preliminary Evaluation Agreements** (check ‘yes’ or ‘no’ if included in packet)

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Yes</th>
<th>No</th>
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**III. Teaching and Related Activities/ Academic Support (All Applicants)**

*Minimum number of instances over three-year period:*

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

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<th>Academic Year</th>
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</tbody>
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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?  

Note: Evaluations from current academic year are not to be included.

_____ Yes       _____ No
IV. Service to Students, Department, Division, and College (All Applicants)

Minimum number of instances over a three-year period, 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, department, division, and College according to the criteria specified for the desired rank and according 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 Service and Development (All Applicants)

Minimum number of instances over a three-year period:
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 service and/or development activities according to the criteria specified for the desired rank and according 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

Form 2321/004 (8/17) (page 2 of 3)
VI. Leadership and Sharing of Content Area and/or Instructional Expertise with Colleagues (for Rank of Professor only)

Minimum of 3 instances over a three-year period.

Academic Year (____-____) Instance: ______________________________________________________
Academic Year (____-____) Instance: ______________________________________________________
Academic Year (____-____) Instance: ______________________________________________________

Comments: ___________________________________________________________________________
_____________________________________________________________________________________

Does the documentation indicate at least three examples of participation in leadership activities or in activities designed to share expertise with colleagues according to the criteria specified for this rank and according 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

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
# 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:

<table>
<thead>
<tr>
<th>Applicant’s Name</th>
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Completed by:

Signature of College Committee Chair

Date

Form 2321/005 (8/17)
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 “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. Preliminary Evaluation Agreements (check ‘yes’ or ‘no’ if included in packet)

   Academic Year (______ - _______ ) _______ Yes _______ No
   Academic Year (______ - _______ ) _______ Yes _______ No
   Academic Year (______ - _______ ) _______ Yes _______ No

III. Teaching and Related Activities/ Academic Support (All Applicants)

   Minimum number of instances over three-year period:
   Assistant Professor - 4 instances; Associate Professor – 6 instances; Professor – 6 instances

   Academic Year (______ - _______ ) Instance: ___________________________________________________
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   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?  Note: Evaluations from
   current academic year are not to be included.

   _______ Yes _______ No

Form 2321/006 (8/17) (page 1 of 3)
IV. Service to Students, Department, Division, and College (All Applicants)

*Minimum number of instances over a three-year period, 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: ___________________________________________________
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Comments: _______________________________________________________________________________
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Does the documentation indicate annual participation in activities of service to students, department, division, and College according to the criteria specified for the desired rank and according 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 Service and Development (All Applicants)

*Minimum number of instances over a three-year period:*

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

Academic Year (______ - ______) Instance: ___________________________________________________
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Comments: _______________________________________________________________________________
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Does the documentation indicate annual participation in professional service and/or development activities according to the criteria specified for the desired rank and according 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
VI. Leadership and Sharing of Content Area and/or Instructional Expertise with Colleagues (for Rank of Professor only)

Minimum of 3 instances over a three-year period.

Academic Year (______ - _______): Instance: ___________________________________________________
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Comments: ___________________________________________________________________________________
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Does the documentation indicate at least three examples of participation in leadership activities or in activities designed to share expertise with colleagues according to the criteria specified for this rank and according 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

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

Form 2321/006 (8/17) (page 3 of 3)
**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:

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Completed by:

________________________________________

Signature of Vice Chancellor

for Academic Affairs  Date

Form 2321/007 (8/17)