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 Division 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 Division 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 Division 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 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, 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.

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, in hard copy through the 2023-2024 academic year or via the optional online Canvas Promotion Portfolio portal, which will be required in 2024-2025, 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 Faculty Evaluation and Improvement of Instruction Committee *through* the Office of Professional 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 submitted in hard copy (those not submitted via the optional 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 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.   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 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.

The Vice Chancellor for Academic and Student Affairs will hold the promotion portfolios in a secure location. After notification of promotion decisions, promotion portfolios are returned to candidates through the academic divisions.

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 <u>Promotion-in-Rank Timeline</u> 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 and Verification of Documentation Form to the Dean of the division.
Second Monday in October	Division Dean reviews Verification of Eligibility and Documentation Forms.
Fourth Monday in October	Division 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 Division Dean develop lists of faculty members eligible to serve on Division Promotion Committees.
January – Convocation Week	Faculty Senate division representatives select members of Division Committees by lot and submit names to respective Division 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 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 on the 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.

Permanent Timeline (continued):

**January-
Friday of
Convocation Week**

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 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**

Division Dean sends out notice of first meeting of Division Promotion Committee to elect chair and set meeting dates.

**Fourth Friday
in January**

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.

**Fourth Friday
in February**

Division Committee Chairs deliver promotion portfolios, with completed Committee Recommendation Forms (Forms 2321/003) by academic rank, to the Division 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 Professional Development's designated Canvas Administrator to request the College Committee members be given viewer permissions for the submissions.

Division Deans forward all portfolios and Committee Recommendation Forms (Forms 2321/003) to the Vice Chancellor for Academic and Student Affairs.

**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.

Permanent Timeline (continued):

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 optional 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)
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)

Attachment A

_____

Delgado
COMMUNITY COLLEGE

<u>APPLICATION FOR PROMOTION</u>

Form 2321/001A Verification of Eligibility Form
Form 2321/001B Verification of Documentation Form
Form 2321/001C Promotion Portfolio Routing Sheet

_____

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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*

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.

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VERIFICATION OF DOCUMENTATION
for Promotion Criteria (Part B of Application)

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

Missing Year _____Explanation _____

_____

_____

Missing Year_____ Explanation _____

_____

_____

_____
Signature of Applicant   Date

_____
Signature of Division Dean   Date

Form 2321/001B (8/21)

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Promotion Portfolio Routing Sheet
(Part C of Application)

Required Format of the Promotion Portfolio

Yes　**No**

☐　　☐　　Title Page - indicating name of applicant and rank applied for

☐　　☐　　Table of Contents

☐　　☐　　Verification of Eligibility Form, Form 2321/001A

☐　　☐　　Verification of Documentation Form, Form 2321/001B

☐　　☐　　Supervisor Evaluation Summary Sheets for the last three consecutive academic years, not including the current academic year and any year prior to the academic year in which the applicant previously applied for the last approved promotion must be included. Documentation from the academic year in which the applicant previously applied for the last approved promotion may be included.

☐　　☐　　Preliminary Evaluation Agreements for the last three consecutive academic years, *and*, if relevant, for each additional applicable academic year for which documentation is provided must be included.

☐　　☐　　Documentation of achievements and contributions related to the Preliminary Evaluation Agreement goals in the areas of (1) teaching and related activities/academic support, (2) service to students, departments, division and the College, and (3) professional service and/or development for a minimum of three of the five preceding applicable academic years for each area. Documentation for other accomplishments and contributions *may* also be included. Documents from the current academic year must not be included, nor any documentation *prior to* the academic year in which the applicant previously applied for an approved promotion. Documentation from the academic year in which the applicant previously applied for the last approved promotion may be included.

☐　　☐　　Documentation of leadership and/or sharing of expertise from date of present academic rank (for the rank of Professor) for a minimum of three of the five preceding applicable academic years, not including the current academic year and any year prior to the academic year in which the applicant previously applied for the last approved promotion must be included. Documentation from the academic year in which the applicant previously applied for the last approved promotion may be included. (for the rank of Professor).

The Portfolio contains the required elements listed above.

Signature of Applicant _____ Date _____

Signature of Division Dean/Coordinator _____ Date _____

Form 2321/001C (8/21)

15

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<u>DIVISION COMMITTEE INDIVIDUAL RECOMMENDATION FORM</u>
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   _____ No
   If Applicable:
   Academic Year (_____ - _____) _____ Yes   _____ No
   Academic Year (_____ - _____) _____ Yes   _____ No

III.   **Teaching and Related Activities/ Academic Support** (**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 *Preliminary Evaluation Agreement Forms?* Documentation for other accomplishments and contributions *may* also be included. **Note: *Evaluations from current academic year are not to be included.***

               _____ **Yes**   _____ **No**

Form 2321/002 (8/21) *(page 1 of 3)*

Attachment B (continued)

IV.   Service to Students, Department, Division, and College (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 of service to students, department, division, and College according to the criteria specified for the desired rank *and* relate to the goals agreed upon each year on the *Preliminary Evaluation Agreement Forms?* 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 Service and 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 service and/or development activities according to the criteria specified for the desired rank *and* relate to the goals agreed upon each year on the *Preliminary Evaluation Agreement Forms*? Documentation for other accomplishments and contributions *may* also be included. **Note**: **Evaluations from current academic year are not to be included.**

_____ Yes   _____ No

Form 2321/002 (8/21) *(page 2 of 3)*

VI.   Leadership and/or Sharing of Experience (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 or in activities designed to share expertise with colleagues according to the criteria specified for this rank *and* relate to the goals agreed upon each year on the Preliminary Evaluation Agreement Forms? 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 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_____

Attachment C

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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

Form 2321/003 (12/22 *front*)

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

Form 2321/003 (12/22 *back*)

Attachment D

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

III.   Teaching and Related Activities/ Academic Support (**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 *Preliminary Evaluation Agreement Forms?* Documentation for other accomplishments and contributions *may* also be included. **Note: *Evaluations from current academic year are not to be included.***

_____ **Yes**   _____ **No**

Form 2321/004 (8/21) *(page 1 of 3)*

IV.   Service to Students, Department, Division, and College (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, department, division, and College according to the criteria specified for the desired rank *and* relate to the goals agreed upon each year on the *Preliminary Evaluation Agreement Forms?* 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 Service and 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 service and/or development activities according to the criteria specified for the desired rank *and* relate to the goals agreed upon each year on the *Preliminary Evaluation Agreement Forms*? Documentation for other accomplishments and contributions *may* also be included. **Note***: **Evaluations from current academic year are not to be included.***

_____ Yes   _____ No

Form 2321/004 (8/21) *(page 2 of 3)*

Attachment D (continued)

VI.   **Leadership and/or Sharing of Experience (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 or in activities designed to share expertise with colleagues according to the criteria specified for this rank *and* relate to the goals agreed upon each year on the Preliminary Evaluation Agreement Forms? 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 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 2321/004 (8/21) *(page 3 of 3)*

Attachment E

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

Form 2321/005 (12/22 *front*)

*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

Form 2321/005 (12/22 *back*)

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

III. **Teaching and Related Activities/ Academic Support** (**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 *Preliminary Evaluation Agreement Forms?* Documentation for other accomplishments and contributions *may* also be included. **Note: *Evaluations from current academic year are not to be included.***
                        _____ **Yes**   _____ **No**

Form 2321/006 (8/21) *(page 1 of 3)*

IV.   Service to Students, Department, Division, and College (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, department, division, and College 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 Service and 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 service and/or development activities according to the criteria specified for the desired rank *and* relate to the goals agreed upon each year on the *Preliminary Evaluation Agreement Forms*? 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 and/or Sharing of Experience (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 or in activities designed to share expertise with colleagues according to the criteria specified for this rank *and* relate to the goals agreed upon each year on the Preliminary Evaluation Agreement Forms? 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 (8/21) *(page 3 of 3)*

Attachment G

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 (12/22)

*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

Form 2321/007 (12/22 *back*)