

**EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
REGULATION NO. AR- 5.15**

TITLE: **RANK AND PROMOTION REGULATON FOR FULL-TIME FACULTY**

DEFINITION: The Rank and Promotion for full-time Faculty Regulation defines the requirements and processes to assign rank and determine promotion for full-time faculty. This regulation assures equitable rank and promotion practices are applied to full-time faculty regardless of discipline and/or department.

AUTHORITY: Title 135, Procedural Rule, West Virginia Higher Education Policy Commission, Series 9

EFFECTIVE DATE: Fall 2009, Approved by October 13, 2009, December 14, 2016

Implementation Criteria

A professional rank system requires criteria by which to distinguish the ranks. The following lists of behaviors are not intended to be all inclusive or necessarily of equal importance. Nor do they necessarily suggest that faculty demonstrate superior proficiency in all areas referenced. However, the following behaviors can provide a consistent set of guidelines for consideration by those involved in faculty evaluation processes.

Promotion in rank will be awarded per the guidelines established in the BP-5.13 Academic Rank for Full-time Faculty Policy.

Procedures for Promotion Recommendations

Applicants may submit an application at the beginning of the spring semester of their 3rd, 6th or 9th year or later of experience based on full-time experience at Eastern respectively per rank guidelines.

In all cases, it is to be understood that actions by individuals are recommendations only and are not final until the President has informed the candidate in writing of his or her decision. The decision may be impacted by budgetary constraints. In any evaluation cycle, limits may be placed on the number of promotions available during an academic year. The administration reserves the right to suspend receipt of faculty promotion applications in years when no funds are available for promotion increases.

After receiving such decision from the President, the faculty member requesting promotion shall have access to all recommendations, which have been a part of the faculty member's review process other than those letters from off-campus persons to which the candidate waived access.

Delays on any date for action by any reviewing group or decision-maker do not give rise to any default or presumption for or against the applicant.

Promotion in rank becomes effective at the beginning of the next contract year.

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Timeline:

January 20	<p>The Faculty Assembly Chair or designee will appoint a Promotion Evaluation Committee (PEC) within 10 working days of the beginning of the spring semester. Any faculty member up for promotion cannot serve on the PEC for that review cycle.</p> <p>The committee will be comprised of three members who will include experienced faculty, preferably from the following:</p> <ul style="list-style-type: none"> • The Faculty Assembly Chair or designee • A Full-time general education faculty • A full-time faculty member in a related discipline <p>Applicants submit their applications, portfolio, and supporting documents to the Division Chair or the Dean of Community Engagement and Partnerships.</p>
January 27 – February 9	By January 27, The Division Chair or the Dean of Community Engagement and Partnerships will inform the Dean of Teaching and Learning about the applications and will submit to the Faculty Assembly Chair his/her written recommendation, applications for promotion, and supporting documents.
February 10- March 15	The Promotion Evaluation Committee will review the applications and complete the Promotion Evaluation Committee Review forms. The PEC will write and sign a recommendation letter summarizing the committee’s rationale to the Dean of Teaching and Learning and provide the Application for Promotion and the Committee Final Score Sheet.
March 18	By March 18, The Assembly Chair provides a list of names of faculty who have applied for promotion in rank to the Dean of Teaching and Learning and the Executive Dean for Administrative Services. The Executive Dean for Administrative Services will include provisions for faculty promotion in the budget.
April 1 – April 15	The Executive Dean of Administrative Services informs the Assembly Chair and the Dean of Teaching and Learning if the budget for faculty promotion is approved.
April 16 – April 23	Upon approval of the budget, the Promotion Evaluation Committee finalizes its recommendation. The Assembly Chair or designee will forward the recommendation to the Dean of Teaching and Learning.
April 24 – April 30	The Dean of Teaching and Learning will forward a written recommendation from the PEC along with supporting documents to the President.
May 1 – May 15	The President will consider the applications and the recommendations of the Promotion Evaluation Committee, Division Chair or the Dean of Community Engagement and Partnerships and Dean of Teaching and Learning.

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	<p>The responsible dean or President may solicit recommendations from other academic administrators or faculty with knowledge of the applicant's performance.</p> <p>By May 31 or upon final approval of the budget, the President will notify the applicant in writing of the decision.</p>
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Appeal Process

Per Series 9, Section 15, a faculty member wishing to grieve or appeal any action of the institution or governing board may utilize the procedures set out therein.

Qualifications for Promotion in Faculty Rank

Eastern West Virginia Community and Technical College employs full-time faculty with one of two indications of status:

1. Term faculty: All regularly employed full-time faculty are employed as "term" faculty with appointments of one- to three-year terms. Full-time term faculty are eligible for reappointment. Term faculty are appointed to faculty rank and are expected to carry out all responsibilities of full-time faculty, and are eligible for promotion and all other employment benefits except tenure or tenure status.
2. Temporary faculty: Faculty who are employed to teach on a full-time basis normally to carry out a position designed to meet specific needs of that temporary period of time only or to complete the position temporarily vacated by a term or tenured faculty. Temporary faculty carry out instructional and other faculty responsibilities as assigned, with benefits during the period of employment consistent with existing State personnel rules. Temporary faculty are eligible for future appointment if a position for which they are qualified becomes available; however, there is no presumption that the faculty member will be reappointed beyond the contract period designated.

Every faculty contract shall be for one fiscal year, or part thereof, in accordance with and in compliance with the annual budget of the institution, or supplementary actions thereto, as provided by law.

Full-time faculty are employed for a full academic year on a twelve-month, ten-month or nine-month appointment.

Consistent with Council Procedural Rule, "faculty" is a separate category from "classified" employees. The College applies the applicable federal and state employment laws, rules of the West Virginia Council for Community and Technical College Education, and rules of the Eastern Board of Governors regarding all faculty employment matters.

Temporary faculty appointments (both full-time and part-time) and faculty not meeting the minimum qualification for rank of Instructor/Instruction Specialist will be designated by the title Lecturer or Senior Lecturer (Series 9). Those who are designated as Lecturer/Senior Lecturer cannot be considered for promotion.

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RANK	DEGREE/CREDENTIALS	PROFESSIONAL DEVELOPMENT	YEARS OF SERVICE
Instructor OR Instructional Specialist (Initial appointment for full-time faculty)	Master's degree with 18 graduate hours in the discipline OR Bachelor's degree and 3 years trade experience OR Associate degree and 6 years trade experience OR Trade Credentials equivalent to Associate's degree		
Assistant Professor OR Assistant Professor Instructional Specialist	Master's degree OR Bachelor's degree and Trade Credentials OR Trade Credentials equivalent to Bachelor's degree	Instructor Level + 15 approved professional development hours	3 full-time years teaching in the field at the collegiate level
Associate Professor OR Associate Professor Instructional Specialist	Master's degree with 18 graduate hours in the discipline OR Bachelor's and Trade Credentials	Assistant Professor level + an additional 15 approved professional development hours (total 30 professional development hours)	6 years including 3 full-time years at Eastern
Professor OR Professor Instructional Specialist	An earned Doctorate degree with 18 graduate hours in the discipline OR An earned Master's degree with 18 graduate hours in the discipline and one of the following: <ul style="list-style-type: none"> • Additional 18 graduate hours beyond Master's degree • Minimum of six years of service as Associate Professor 	Associate Professor level + an additional 15 approved professional development hours (total of 45 professional development hours)	9 years including 6 full-time years at Eastern

Requirements for Professional Development

All professional development hours must be prior approved by the Dean of Teaching and Learning, Associate Dean of Workforce, or Division Chair. The professional development hours must be related to the position, benefit the organization, and be submitted in advance for

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approval before they will be considered for faculty promotion. Evidence of approval of the professional development must be submitted with the application for promotion.

Faculty not meeting the minimum qualifications for each rank are not eligible for promotion. Minimum qualifications for appointment or advancement to each of the ranks are established as follows:

Instructor OR Instructional Specialist

1.1 Education

- 1.1.1 For academic disciplines, a master's degree in the discipline or master's degree in a reasonably related discipline plus eighteen graduate level credits in the discipline.
- 1.1.2 For disciplines in which a master's/bachelor's is not generally expected (disciplines in specialized technical, trade or industrial fields), a bachelor's degree and three years of professional experience directly related to the faculty member's assignment or an associate degree and six years of professional experience directly related to the faculty member's assignment.
- 1.1.3 Faculty not meeting the minimum educational qualification for the rank of instructor may be classified as lecturer or senior lecturer per Series 9.

1.2 Experience

- 1.2.1 Academic transcripts and documented recommendations that indicate a potential for successful performance as an Eastern faculty member. This rank should be considered an initial rank for full-time faculty.

Assistant Professor OR Assistant Professor/Instructional Specialist

1.1 Education

- 1.1.1 For academic disciplines, a master's degree in the discipline or master's degree in a reasonably related discipline which includes eighteen graduate level credits in the discipline is required.
- 1.1.2 For disciplines in which a master's/bachelor's is not generally expected (disciplines in specialized technical, trade or industrial fields), a minimum of bachelor's degree and/or trade credentials are required.
- 1.1.3 A combination of fifteen (15) additional graduate hours, or approved professional development, or continuing education units (CEU's) or professional certifications per industry standards are required. (As approved through A.R. 5.14 Evaluation of Full-time Faculty Evaluation and advances teaching capabilities). Those faculty making application from other institutions must provide comparable documentation.

1.2 Teaching Experience

- 1.2.1 Three years of successful college level teaching faculty experience are required as evidence through A.R. 3.4 Faculty Instructional Evaluation Regulation.
- 1.2.2 Teaching experience as an adjunct faculty for Eastern may be converted to full-time experience by applying 30 credit hours teaching to equal one year full-time

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experience. A maximum of 1 year converted teaching hours can be applied. All adjunct teaching must be for Eastern.

- 1.3 Professional Experience
 - 1.3.1 Significant professional contributions to Eastern WVCTC are expected as evidenced through A.R. 5.14 Evaluation for Full-time Faculty Regulation.
 - 1.3.2 While the evaluation of instructional performance (A.R. 3.4) is especially important in promotion decisions at this rank, education and professional activity requirements also apply as defined in A.R. 5.14.
 - 1.3.3 Experienced faculty applicants from outside of Eastern must provide comparable documentation of significant professional contributions to institutions of higher learning where formerly employed. Experiences must have occurred within the past five years.

Associate Professor OR Associate Professor/Instructional Specialist

- 1.1 Education
 - 1.1.1 Master's Degree OR Bachelor's and Trade Credentials required for all disciplines.
 - 1.1.2 An additional fifteen approved professional development hours which may include a combination of: additional graduate hours, or approved professional development, or continuing education units (CEU's) or professional certifications per industry standards are required (As approved through A.R. 5.14 Evaluation of Full-time Faculty Evaluation and advances teaching capabilities). Those faculty making application from other institutions must provide comparable documentation.
- 1.2 Teaching Experience
 - 1.2.1 Hold the present rank as Assistant Professor and minimum of 6 years of college teaching experience including at least 3 years at Eastern.
- 1.3 Professional Experience
 - 1.3.1 Significant professional contributions to Eastern WVCTC are expected as evidenced through A.R. 5.14 Evaluation for Full-time Faculty Regulation.
 - 1.3.2 While the evaluation of instructional performance (A.R. 3.4) is especially important in promotion decisions at this rank, education and professional activity requirements also apply as defined in A.R. 5.14.

Professor OR Professor/Instructional Specialist

- 1.1 Education
 - 1.1.1 Ph.D. from an accredited institution is necessary OR an earned master's degree with 18 graduate hours in the discipline and one of the following: Additional 18 graduate hours beyond master's degree or minimum of six years of service as associate professor.
 - 1.1.2 An additional fifteen approved professional development hours which may include a combination of: additional graduate hours, or approved professional development, or continuing education units (CEU's), or professional certifications

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per industry standards are required (As approved through A.R. 5.14 Evaluation of Full-Time Faculty Evaluation and advances teaching capabilities). Those faculty making application from other institutions must provide comparable documentation.

1.2 Teaching Experience

1.2.1 Hold present rank as Associate Professor and minimum of 9 years of college teaching experience including at least 6 years at Eastern.

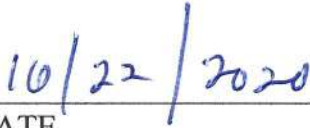
1.3 Professional Experience

1.3.1 Extensive and excellent professional contributions to the College qualify a faculty member for Professor status. A candidate must have demonstrated effective performance and achievement in all major areas of responsibility and demonstrated continued interest in professional activity as evidenced by the Full-Time Faculty Evaluation System.

Instructional Specialist: Those faculty members who have been appointed minimally on a nine-month basis and an hourly workload. The appointment is for a specified term not to exceed three years. The instructional specialist is eligible to receive reappointment to additional terms. No number of term appointments shall create any presumption of a right to appointment as tenure-track or tenured faculty. In addition to teaching, instructional specialists will have responsibilities for various academic support activities (Series 9, 3.6).



 Dr. Charles Terrell, PRESIDENT



 DATE

Appendix A

Eastern West Virginia Community and Technical College
Faculty Application for Promotion

Section I**Name of Candidate:** _____**Department and Discipline:** _____**Date of Initial Appointment:** _____**Faculty Rank at Time of Initial Appointment:** _____**Current Faculty Rank:** _____**Date of Last Promotion (if applicable):** _____**Faculty Rank Applying For:** _____**Total years completed as a full-time faculty member at EWVCTC:** _____**Date Degree Conferred:** _____

Section II: Courses taught for Eastern (since last application). Include name of courses and course number including department code by semester.

	Semester Taught	Department	Course Number	Course Title
1				
2				
3				
4				
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Section III: Committees Served On (since last application) List year served and capacity
(i.e. Facilitator, committee member, member on subcommittee or committee taskforce, etc.)

Committee Served	Dates of Services	Capacity

Education/Professional Development completed since Award of last rank. Description must be in keeping with standards defined for faculty rank for which you are applying.

(Attach additional pages if necessary)

All professional development hours must be prior approved by the Dean of Teaching and Learning, Associate Dean of Workforce or Division Chair. The professional development hours must be related to the position, benefit the organization, and be submitted in advance for approval before they will be considered for faculty promotion. Evidence of approval of the professional development must be submitted with application for promotion.

Date of Activity	Name of Activity	Sponsor of Activity	Length of Activity	Description of Activity	Educational OR Professional

This is to certify that I am a candidate for promotion in faculty rank at Eastern West Virginia Community and Technical College. The attached materials and data in my personnel file (Human Resources and Department) may be used for the purposes of professional evaluation by those reviewing this proposal.

Signature

Date of Submission

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Appendix B

(For use Promotion Committee, Division Chair, or Associate Dean of Workforce Education)

Instructions:

- The individual or committee completing each procedure places an “X” on the lines
- Sign and date the form for portion completed
- Deliver this form and appropriate materials to the next reviewer
- Additional pages may be attached including the Promotion Evaluation Committee Score Sheet

Division Chair OR Associate Dean of Workforce Education (To be completed and submitted to the Faculty Assembly Chair within 10 working days of submission)	Yes	No
Minimum qualifications are met		
Additional Documentation Requested (If yes, please specify)		
Conference with petitioner held (if yes, state date)		
Recommendation for promotion		
Signature of the Division Chair OR Associate Dean of Workforce Education Date:		

Promotion Evaluation Committee (To be completed and submitted to the Designated Dean)	Yes	No
Minimum qualifications are met		
Additional Documentation Requested (if yes, please specify)		
Conference with petitioner held (if yes, state date)		
Promotion Evaluation Committee Score Sheets Attached		
Recommendation for promotion		
Signature of Promotion Evaluation Chair and Members Date:		

Designated Dean	Yes	No
Minimum qualifications are met		
Additional Documentation Requested (if yes, please specify)		
Conference with petitioner held (if yes, state date)		
Recommendation for promotion		

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Signature of Designated Dean Date:		
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President	Yes	No
Minimum qualifications are met		
Additional Documentation Requested (if yes, please specify)		
Conference with petitioner held (if yes, state date)		
Recommendation for promotion		
Signature of President Date:		

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Appendix C

PROMOTION EVALUATION COMMITTEE REVIEW AND RECOMMENDATION

Point system and Criteria for Promotion

The purpose of the Promotion Evaluation Committee (PEC) is to recommend faculty for promotion who exemplify high quality performance. To be eligible, applicants must earn a minimum number of points as awarded by the Committee. Applicants are awarded points based upon documentation of their accomplishments and achievements. The points must be earned since the last date of application for most recently attained promotion (or date of hiring: the term “current year” used throughout this section refers to the academic year immediately prior to the academic year in which the application is submitted). Each academic year will consist of summer, fall and spring semesters.

- Instructor to Assistant Professor: minimum of 75 points
- Assistant Professor to Associate Professor: minimum of 80 points
- Associate Professor to Professor: minimum of 85 points

Evaluation forms to be completed by Peers.

Evaluation forms		Percentage of Score
Form #1	1. Commitment to College Mission, Vision, Values 2. Service to College 3. Service to profession 4. Service to Community	20%
Form #2	Instructional and Curriculum Development	35%
Form #3	Professional Growth and Training	10%
Form #4	Students' evaluation of the faculty (IDEA surveys or similar)	35%

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Form #1 (20% of the total score)

1. Commitment to College Mission, Vision, Values
2. Service to College
3. Service to Profession
4. Service to Community

Each activity in this category must be completed since the last date of application for most recently attained promotion (or date of hiring).

Evaluate the applicant based on:

- Service as an officer on a standing College committee
- Faculty Assembly service (e.g. President of Faculty Assembly, Secretary, Active member of the assembly, Active participation in assembly meeting)
- Distinguished service to a campus organization (e.g. Major contributor to the college Award)
- Help with applying for grants and implementation of grants for College programs not done on release time
- Research study, designed and completed for College use, at any level
- Publication to be used at Eastern College (e.g. book, manual, articles, journals)
- Presenter at workshops/seminars at the College
- Service on advisory or steering, or in selection committee for an academic program of Eastern
- Service to the College as a volunteer
- Creation of new courses or programs and revision to existing courses and programs
- Additional college committee assignments. Service as an active member of an additional College committee or as an officer of an additional College committee

For the purposes of promotion, the term “additional college committee” is defined as a college appointed committee whose mission relates to a specific service for the college and is not considered to be a standing committee (i.e. assigned by the college to review faculty promotion at other colleges) for which faculty members are required to participate in as part of their routine responsibilities. For example, committee work excludes routine responsibilities of faculty, such as divisional meetings and social activities. Documentation of committee work must include official minutes or an official commendation form to verify attendance and active participation.

Below is additional information that should be considered when evaluating the applicant for extra service to College, service to profession and service to community:

Evaluation Component	Completed			Comments
	Yes	No	NA	
Service to the College, profession and community				
Attends faculty meetings (department and College), faculty orientation, and faculty development.				
Serves on department and College committees.				
Promotes College and departmental programs (academic tours/high school visitations, etc.)				
Attends college and community activities which support the College mission.				
Participates in activities that enhance the “stature” of the College in the community.				
Develops and conducts faculty development sessions.				
Prepared course/program review materials and completed assessment process.				
Developed a new training experience.				
Developed proposal for new degree/certificate/emphasis in program area.				
Prepared public exhibit or demonstration.				
Mentored new faculty member or adjunct faculty.				
Advisor to student organization, program or event. Name of organization, program or event.				

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Evaluation Component	Completed			Comments
	Yes	No	NA	
Service to the College, profession and community				
Leader of college-wide, professional, or community workshops, courses, or presentations (include title, date and place of workshop, course, or presentation).				
Participated in college-sponsored outreach activities - for example, campus visitation day, college/career days, etc.				
Serve as academic advisor for program majors.				
Supports other faculty members, staff and students.				
Reads professional/trade journals to stay current with professional practices and trends in field.				
Shares effective teaching strategies and effective use of technology with colleagues.				
Continuing education beyond minimum professional requirements to advance instructional expertise.				
Belongs to professional/trade organizations.				
Participates in research and publishes articles in scholarly journals and/or textbooks.				
Presents at local, state or national conferences.				
Active member in professional organization(s).				
OTHER: activities which directly contribute to either the academic or administrative functioning of the College, to the community, or to your profession may be reported here and included in the portfolio.				

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On a scale of 1-100, how would you rate this applicant regarding Commitment to College mission, vision, values, service to college, service to profession and service to community?

/100

Form #2 (35% of the total score)

Instructional and Curriculum Development

Evaluation Component	Completed			Comments
	Yes	No	NA	
Instructional and Curriculum Development				
Effectiveness in teaching as demonstrated by such things as student ratings and reactions, judgement of colleagues, development of teaching materials or new courses.				
Adheres to established academic calendar.				
Meets classes as scheduled. When circumstances prevent this, arranges in consultation with the supervisor for equivalent alternate class sessions.				
Uses scheduled final examinations period.				
Establishes subject matter consistent with departmental goals (course learning outcomes, selection of instructional resources, etc.)				
Adheres to learning outcomes as stated in approved Master Course Record Form.				
Prepares effective classroom/laboratory procedures.				
Evaluates student accomplishment and provides sufficient opportunities to evaluate student performance and participates in the assessment of programs.				
Demonstrates ways in which feedback from evaluation is used to improve teaching effectiveness.				
Adheres to grading policy as published on course syllabus.				
Schedules office hours for student consultation.				
Returns assigned material within reasonable time period that is beneficial to student.				
Uses classroom technology effectively.				
Keeps course materials, including textbook selection and reading lists, up to date.				
Generates enthusiasm and rapport with students.				
Faculty member distributes/posts syllabus during the first week of class; notifies students of syllabus changes with written revisions.				

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Faculty member submits grades on time.				
Faculty applies technology to teaching and learning and utilizes Blackboard, online labs, etc.				

Evaluation Component	Completed			Comments
	Yes	No	NA	
Instructional and Curriculum Development				
Provides instructional support materials. Documented in portfolio: <ul style="list-style-type: none"> • Handouts are prepared by the instructor or from alternate sources to support learning outcomes • Additional resources are provided in the classroom, on a webpage, Blackboard or in the syllabus • Examples of student “successes” are provided in the portfolio 				
Use of instructional technology is documented in portfolio: <ul style="list-style-type: none"> • Course is delivered on the web or is web-enhanced • Instructional design includes use of effective/relevant technology • Course provides students an opportunity to use technology as applied to the discipline 				

On a scale of 1-100, how would you rate this applicant regarding **Instructional and Curriculum Development**?

/100

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Form #3 (10% of total score)**Professional Growth and Training****A. Continuing Academic Development**

This section requires an evaluation of the continuing academic and professional development of the applicant. Points may be earned in this part since the last date of application for most recently attained promotion (or date of hiring). None of the points accumulated in this section may be used for more than one promotion. This section is not to be used as an evaluation of the existing academic credentials of the applicant. Each statement of attendance or work must be accompanied by documentation.

- a. **Study at the graduate or undergraduate level in one's discipline or related area** as determined by the Division Committee. All course work since the applicant's last promotion, or hiring, may be included. (Transcripts must be included to verify date of course work.)
- b. **Other study such as workshops and seminars in the discipline area** or areas related to primary responsibility completed since the applicant's last promotion or in the last eight years, whichever is more recent. Workshops or seminars are defined as educational activities focused on providing new information on one particular subject.
- c. **Participation in faculty development activities at Eastern** completed since the applicant's last promotion. Each hour of attendance at an organized faculty development activity will be valued. Faculty development activities do not include activities that are part of the faculty member's routine responsibilities or for which the faculty member is paid.

B: Professional Development Outside of Eastern College

(Professional development which is limited to activities within one's discipline or within the educational arena, does not include community service activities or personal activities.)

Evaluation should be for activities since the last date of application for most recently attained promotion (or date of hiring) or within the last eight years (with the current year being considered as the eighth year), whichever is more recent.

- Service as an officer at the local, state, regional, or national level in a national or regional professional organization
- Service on the editorial staff of a national, state, or regional professional journal
- Service on a committee of a national, state or regional professional organization
- Attendance at state, regional, or national conferences of professional organizations
- Active member in honor societies or professional organizations
- Work in industry applying technical skills in business/industry in area related to primary responsibility and completed since the applicant's last promotion or within the last eight years, whichever is more recent
- Work of significance to profession in are related to primary responsibility
- Professional articles published at the national, state or regional level
- Creative works performed or accepted at juried competitions and invitational exhibits at the national, state or regional level
- Presentation given at seminars, conventions, or conferences at the national, state, or regional level
- Research studies designed and completed for use outside the College
- Organize a regional, state or national level competition, exhibit, or conference
- Professional awards received for teaching or for other work of significance in the area of concentration
- Achieving, maintaining professional certification or licensure
- The applicant's professional growth and training in this part have no time limit but may be used toward only one application for promotion

On a scale of 1-100, how would you rate this applicant regarding **Professional Growth and Training?**

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/100

Form #4 (35% of the total score)**Students' Evaluation of the Faculty**

- The students' evaluations (IDEA surveys, etc.) will be presented to the committee for evaluation by the department chair after forms one, two and three are graded
- Surveys with less than five students should not be included
- Students' comments should not be included

On a scale of 1-100, how would you rate this applicant regarding **Students' Evaluation of the Faculty**?

/100

PROMOTION EVALUATION COMMITTEE
CANDIDATE SCORE SHEET

Name of Candidate: _____

Total Points for Each Section X Percentage of Score = Total Score

OVERALL TOTAL is sum of Form Total.

Form Number	Total Points for Section	X	Percentage	=	Total
Form #1 Commitment to College, Vision, Values			.20		
Form #2 Instruction & Curriculum Development			.35		
Form #3 Professional Growth & Training			.10		
Form #4 Students' Evaluation of Faculty			.35		

TOTAL SCORE _____

COMMENTS:

Signature of Committee Member _____ Date: _____

Approved Faculty Assembly: 10-14-16; Revised 5-25-20; e-vote 9-21-20
Approved by LOT: 10-17-16; 9-30-20
Approved by Cabinet: 10-25-16; 10-14-2020
Informational BOG: 10-21-20

PROMOTION EVALUATION COMMITTEE
 COMMITTEE FINAL SCORE SHEET AND RECOMMENDATION

NAME OF CANDIDATE: _____

Committee Member	Total
Member #1	
Member #2	
Member #3	
TOTAL POINTS FROM ALL MEMBERS	

_____ / _____ = _____

TOTAL POINTS FROM ALL MEMBERS/ Number of Committee Members = FINAL SCORE

COMMITTEE RECOMMENDATION:

_____ Recommend for Promotion to _____

_____ Do not Recommend for Promotion

COMMENTS:

Signature of Committee Members

Date

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Portfolio Documents

Supporting documents must be submitted with the application for Promotion. Below are examples of documentation that could be submitted; however, the list is not comprehensive and any other materials supporting the promotion in rank may be included. Include the following documents in the submitted portfolio:

- Faculty Application for Promotion
- Index of supporting documents
- A summary highlighting accomplishments
- Current Vitae
- Copies of Certificates of Completion
- Copies of Certificates of Achievement
- Faculty Evaluations for each year since last promotion
- IDEA/Blackboard Survey results
- Sample syllabus
- Agendas from Conferences attended
- Summary or brief description of professional development presented
- Unofficial copies of transcripts (verification of additional credit hours since last promotion)
- Summary of course assessments and/or program reviews completed
- Summary of recruitment activities completed since last promotion

The materials should be presented either in a binder and organized to support all four areas of the application.

Remember: The committee will base their decision on the application presented.

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