

**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 Council for Community and Technical College Education, Series 9.

EFFECTIVE DATE: Fall 2009, Approved on 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 Academic Rank for Full-time Faculty Policy.

Procedures for Promotion Recommendations

Applicant 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 academic year.

RANK	DEGREE/CREDENTIALS	PROFESSIONAL DEVELOPMENT	YEARS OF SERVICE
Instructor OR Instructor 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 years 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 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 the ranks are not eligible for promotion. Minimum qualifications for appointment or advancement to each of the ranks are established as follows:

Instructor OR Instructor/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 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 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 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

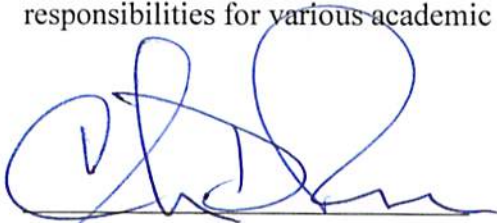
- 1.3.1 Significant professional contributions to Eastern WVCTC are expected as evidenced through A.R. 5.14 Evaluation for Full-time Faculty Regulation.**
- 1.3.2 While the evaluation of instructional performance (A.R. 3.4) is especially important in promotion decisions at this rank, education and professional activity requirements also apply as defined in A.R. 5.14**

Professor OR Professor/Instructional Specialist

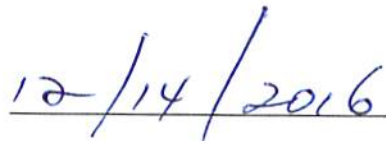
1.1 Education

- 1.1.1 Earned doctorate 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 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

Approved Faculty Assembly: 10-14-16
Approved by LOT: 10-17-16
Approved by Cabinet: 10-25-16

Faculty Application for Promotion

Section 1

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.

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	Semester Taught	Department	Course Number	Course Title
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				
35				

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.)"

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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 the application for promotion.

Date of Activity	Name of Activity	Sponsor of Activity	Length of Activity	Description of Activity	Education 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

Appendix B

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

Instructions:

Approved Faculty Assembly: 10-14-16
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- 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)		

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Recommendation for promotion		
Signature of Dean Date:		

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:		

Appendix C

PROMOTION EVALUATION COMMITTEE REVIEW AND RECOMMENDATION

Approved Faculty Assembly: 10-14-16
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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%

Form # 1 (20% of the total score)

1. Commitment to College Mission, Vision, Values

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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 selection committee for an academic program of Eastern
- Service to the College as a volunteer
- Creation of a 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:

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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 national accreditation documents and/or conducted campus visit.				
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				
	Yes	No	NA	
Leader of college-wide, professional, or community workshops, courses, or presentations (Include title, date, and				

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Evaluation Component	Completed			Comments
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 with colleagues effective teaching strategies and effective use of technology.				
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.				
Supports community initiatives				
Participates in Community Activities				
	Yes	No	NA	
Continuing education beyond minimum professional requirements to advance instructional expertise.				

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Evaluation Component	Completed			Comments
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.				

On a scale of 1 to 100 how would you rate this applicant regarding

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

Circle one

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	29	30	31	32	33	34	35	36	37	38	39
40	41	42	43	44	45	46	47	48	49	50	51	52
53	54	55	56	57	58	59	60	61	62	63	64	65
66	67	68	69	70	71	72	73	74	75	76	77	78
79	80	81	82	83	84	85	86	87	88	89	90	91
92	93	94	95	96	97	98	99	100				

Form 2 (35% of the total score)

Instructional and Curriculum Development

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On a scale of 1 to 100 how would you rate this applicant in regards to Instructional and Curriculum Development?

Evaluation Component	Completed			Comments
	Yes	No	NA	
1. Instructional and Curriculum Development				
Effectiveness in teaching as demonstrated by such things as student ratings and reactions, judgment 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 department 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 and 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.				
Faculty member submits grades on time.				
Faculty applies technology to teaching and learning and utilizes blackboard, mymathlab, etc.				

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Evaluation Component	Completed			Comments
	Yes	No	NA	
Provides instructional support materials, documented in portfolio: <ul style="list-style-type: none"> • Handouts are prepared by 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 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 to 100 how would you rate this applicant regarding **Instructional and Curriculum Development**

Circle one

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	29	30	31	32	33	34	35	36	37	38	39
40	41	42	43	44	45	46	47	48	49	50	51	52
53	54	55	56	57	58	59	60	61	62	63	64	65
66	67	68	69	70	71	72	73	74	75	76	77	78
79	80	81	82	83	84	85	86	87	88	89	90	91
92	93	94	95	96	97	98	99	100				

Form # 3 (10% of total score)

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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 a state, regional, or national conferences of professional organizations
- Active member in honor societies or professional organization.

- 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--Area Related to Primary Responsibility
- The applicant's professional growth and training in this part have no time limit but may be used toward only one application for promotion.
- 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 your concentration
- Achieving maintaining professional certification or licensure

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

Circle One

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	29	30	31	32	33	34	35	36	37	38	39
40	41	42	43	44	45	46	47	48	49	50	51	52
53	54	55	56	57	58	59	60	61	62	63	64	65
66	67	68	69	70	71	72	73	74	75	76	77	78
79	80	81	82	83	84	85	86	87	88	89	90	91
92	93	94	95	96	97	98	99	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 six students should not be included
- Students' comments should not be included

On a scale of 1 to 100 how would you rate this applicant regarding **Students Evaluation of the Faculty**

Circle One

1	2	3	4	5	6	7	8	9	10	11	12	13
14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	29	30	31	32	33	34	35	36	37	38	39
40	41	42	43	44	45	46	47	48	49	50	51	52
53	54	55	56	57	58	59	60	61	62	63	64	65
66	67	68	69	70	71	72	73	74	75	76	77	78
79	80	81	82	83	84	85	86	87	88	89	90	91
92	93	94	95	96	97	98	99	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 Committee 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: _____

**PROMOTION EVALUATION COMMITTEE
COMMITTEE FINAL SCORE SHEET AND RECOMMENDATION**

NAME OF CANDIDATE: _____

Committee Member	Total
Member #1	
Member #2	
Member #3	
Member #4	
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

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.

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 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)

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