

ATTACHMENT TO POLICY 3118
GUIDELINES FOR PROMOTION TO RANK

1. Skill in Instruction or Related Professional Field

Assistant Professor: Evaluation and other evidence recognize teaching competence as "very good" with promise for future growth or, in the case of non-teaching faculty, evidence of "very good" performance in one's assignment.

Associate Professor: Evaluations and other evidence recognize teaching competence as "outstanding" with no important areas of inadequacy; individual continues to show improvement and refinement of abilities. In the case of non-teaching faculty, evaluations and other evidence recognize "outstanding" performance in one's assignment.

Professor: The faculty member presents evidence of outstanding teaching ability or, in the case of non-teaching faculty, evidence of outstanding performance in one's assignment. The faculty member is recognized as a model for excellence and viewed as being among the best in quality of his/her efforts on behalf of the college.

2. Contribution to Education or in the Discipline

It is difficult to state rank-related criteria for this activity. Involvement with one professional organization in a productive manner or involvement with several professional organizations in contributory or participatory manner might be expected to grow as the faculty member matures in the profession. For those in higher ranks, a greater degree of serious commitment to professional organizations, publications, and activities will be expected.

3. Professional Growth and Development

Assistant Professor: The faculty member presents evidence of participation in professional growth experiences.

Associate Professor: The faculty member presents evidence of an exemplary commitment to professional growth and development. The record should indicate that the faculty member planned, initiated, and pursued professional growth with vigor and commitment that clearly demonstrate professional development has occurred since last promotion.

Professor: The faculty member presents evidence of professional growth since last promotion and demonstrated contributions to professional development. The faculty member has a long-term record of commitment to professional growth and development.

4. Contributions to the Department

Assistant Professor: The faculty member presents evidence demonstrating cooperation with colleagues and the department in relevant projects or endeavors.

Associate Professor: The faculty member presents evidence demonstrating meaningful contributions on behalf of department projects or endeavors.

Professor: The faculty member demonstrates that he/she has taken a leadership role in department projects or endeavors and demonstrated initiation of same.

5. Service to the College

Service to the College includes, but is not limited to, those activities which are: (a) a part of the participatory governance; and (b) community service on behalf of the College. All faculty are expected to be involved in service to the College. Those in the higher ranks will regularly be on standing or ad hoc college committees, often exercising leadership, and will be active in their service to the community. Those in the lower ranks will not as frequently be on college committees, and the extent of their community service effort will be more limited.

It is important to distinguish between those activities which are undertaken primarily as a service to the College and those which an individual might pursue primarily as a responsible citizen. For purposes of promotion, the College considers only those activities which arise primarily from the individual's college responsibilities and from community activities over which the College exercises an important measure of involvement.

6. Service to the Student

Assistant Professor: The faculty member is accessible and willing to work with students; he/she addresses the mission of the community college in his/her interaction with students.

Associate Professor: The faculty member has further developed his/her interaction with students by having chosen and developed additional service activities. The individual has developed the ability to work effectively with the full range of community college students.

Professor: In addition to the above, the faculty member has become a recognized source person for students in one or more area(s) of students' needs.

Consideration for promotion may include, but need not be limited to, the following evidence of contribution and performance given in the profession and/or in service to the college.

- a. Instruction Evidence of outstanding performance as indicated by supervisory evaluation and evidence submitted by the faculty member.
- b. Discipline Evidence of contributions as submitted by the faculty member and/or Department Chair. The faculty member gives evidence of being committed to education and/or scholarship in the discipline. Contributions may include: graduate courses beyond the minimum requirement, publications, papers presented at workshops, copyrights granted, conferences attended, professional memberships and activities, etc.

- c. Professional Growth and Development Evidence of professional growth and development activities whereby the faculty member remains competent in his/her field and keeps current in the latest developments in education, the disciplines, teaching methodology, and/or assessment activities. Contributions may include: graduate courses taken, graduate fellowships, publications, papers presented at workshops, institutes attended, copyrights granted, program evaluation, course evaluation, developmental skills evaluation, assessment of the affective development of students, etc.

- d. Department Evidence of contributions to department as indicated by Department Dean and/or a colleague. Membership on department committees, curriculum development and evaluation, new course development, course evaluation and syllabus revision, and performance above the normal work load, etc.

- e. College Evidence of service and contributions to the College as submitted by the faculty member, supervisor, or other appropriate professional. Criteria may include chairing of college committees, FAOCC service, clubs, institutes, workshops, organizations, committee membership, extracurricular activity, recruitment efforts, educational lobbying activities on behalf of the college, intercollegiate activities in professional development, fundraising, community service on behalf of the college, or other efforts that contribute to the mission and goals of the college, etc.

- f. Students Evidence as submitted by the faculty member and/or the appropriate administrator which may include: high school visitations and presentations, advising to student clubs and activities, retention efforts, student recruitment, student advising efforts, student counseling, etc.