

**BOARD OF TRUSTEES OF COMMUNITY-TECHNICAL COLLEGES  
AFT BARGAINING UNIT APPLICATION FOR PROMOTION  
TEACHING FACULTY**

**Academic Year** \_\_\_\_\_

This application must be submitted to the President no later than first day of the spring semester. All responses should refer to activities and developments since your previous promotion or original appointment to the college, whichever is more recent. Please do not attach evaluations or other evaluative documents which are a part of your professional file. The review process involves a consideration of these evaluative materials. Please type or print.

Name: _____	Date: _____
Present Rank: _____	

**I hereby apply for promotion to the rank of** \_\_\_\_\_

**I believe that I meet the basic qualifications as outlined below:**

**Minimum Qualifications for Faculty**

Adopted – January 1995

	<b>Minimum Qualifications*</b>	<b>Standard Equivalencies</b>
Instructor	Master's Degree** + 0-2 years college teaching	6 <sup>th</sup> year
Assistant Professor	Master's Degree** + 4-6 years college teaching	6 <sup>th</sup> year and 3 years college teaching, or Doctorate and 2 years college teaching.
Associate Professor	Master's Degree** + 7 years college teaching	6 <sup>th</sup> and 6 years college teaching, or Doctorate and 5 years college teaching.
Professor	Master's Degree** + 10 years college teaching	6 <sup>th</sup> and 9 years college teaching, or Doctorate and 8 years college teaching.

\*The college teaching experience noted above may be adapted to include appropriate work experience other than teaching for positions in the technologies and occupation programs. It is incumbent upon the applicant to provide clear documentation of work experience and an explanation of how it equates to minimum qualifications otherwise it will not be considered. Substitutions of related work experience for college teaching are based upon 2:1 ratio. Teaching the same subject at other than the college level may be equated on a 1:1 basis.

\*\*The master's degree must be in the discipline or a related field.

*Applicants please note that it is your responsibility to be certain that transcripts are in your official files. If such is not the case, it is the responsibility of the applicant to furnish same to the Office of the President.*

<b>Highest Degree Held:</b>	
<b>Major Field:</b>	
<b>Institution:</b>	
<b>Graduation Date:</b>	

**Years of Teaching (attach appropriate contracts and/or proof of teaching):**

<b>Institution</b>	<b>Subjects</b>	<b>Dates</b>	<b>Years College Teaching*</b>

**\*Indicate whether Full-Time, or Part-time. If Part-Time, list number of credits taught.**

**Additional Experience – use for other-than teaching experience  
equivalency (2 years additional experience equivalent to 1 year  
college teaching)**

**(Attach appropriate contracts or documentation of experience)**

<b>Organization Name</b>	<b>Title and Job Description*</b>	<b>Dates</b>

**\*Indicate whether job was full-time or part-time. If part time, list number of hours per week.**

I request that the following activities or qualifications, not offered to meet the basic requirements for promotion, be considered.

**Teaching Effectiveness – Suggested Items as Outlined in the Contract**

1. Displays imaginative techniques, effective methods of communication and mastery of subject matter in teaching.
2. Develops and uses innovative teaching materials.
3. Demonstrates an understanding of and encouragement of student growth.
4. Demonstrates commitment to the College mission and the programs.

**Scholarship and Professional Growth – Suggested Items as Outlined in the Contract.**

1. Completion of additional courses and degrees.
2. Honors and awards received from learned or professional societies.
3. Papers read at meetings of professional or learned societies.
4. Membership and activity in learned or professional societies.
5. Publications including contributions to professional literature.
6. Participation in seminars, workshops, conferences.

**Contributions to Student Department, College and Community Welfare – Suggested Items as Outlined in the Contract.**

1. Advances the best interests and objectives of the college, the faculty, and the students by active participation in committees and/or community activities.
2. Provides leadership and sponsorship of student or extra-curricular activities.
3. Demonstrates outstanding efforts in special phases of the college program, publications, placement, public relations, recruitment and retention.
4. Makes special contributions to the department.
  - a. Supervises and prepares laboratory or instructional materials and equipment
  - b. Enhances departmental communications with the college and student body.
  - c. Provides assistance in the administrative work of the department.
  - d. Contributes to syllabus and curriculum improvement.
  - e. Preparation of Grant proposals.
5. Contributes to stimulating growth in teaching skills of others by providing assistance to less experienced members of the faculty: demonstrations and participation in panels or forums of educational and cultural nature within the department or on a college wide basis.

**Documents in support of the qualifications shown in the application are attached.**

Signed:	
Name typed or printed clearly:	
Present Rank:	
Date:	

**APPENDIX A**  
**REVISED POLICIES AND PROCEDURES**  
**FOR RANKING AND PROMOTION**  
**OF STATE TECHNICAL COLLEGE FACULTY**

I. REQUIREMENTS FOR PROMOTION

In addition to the minimum academic requirements for academic ranking, consideration is to be given to teaching effectiveness, scholarship, professional growth, contributions to student, department, college and community welfare, and professional experience. Such consideration will assure the selection of competent well-qualified individuals who will enhance the prestige of each academic rank. To assist evaluators, a list of items suggested to be used for consideration is set forth in Section II as an example of the kinds of achievement, activities, and attributes which should be considered.

II. SUGGESTED ITEMS FOR CONSIDERATION FOR FACULTY PROMOTION STATE TECHNICAL COLLEGES

A. Teaching Effectiveness

1. Displays imaginative techniques, effective methods of communication and mastery of subject matter in teaching.
2. Develops and uses innovative teaching materials.
3. Demonstrates an understanding of and encouragement of student growth.
4. Demonstrates commitment to the College mission and the programs.

B. Scholarship and Professional Growth

1. Completion of additional courses and degrees.
2. Honors and awards received from learned or professional societies.
3. Papers read at meetings of professional or learned societies.
4. Membership and activity in learned or professional societies.
5. Publications including contributions to professional literature.
6. Participation in seminars, workshops, conferences.

C. Contributions to Student, Department, College and Community Welfare

1. Advances the best interests and objectives of the college, the faculty, and the students by active participation in committees and/or community activities.
2. Provides leadership and sponsorship of student or extra-curricular activities.
3. Demonstrates outstanding efforts in special phases of the college program, publications, placement, public relations, recruitment and retention.
4. Makes special contributions to the department.
  - a. Supervises and prepares laboratory or instructional materials and equipment
  - b. Enhances departmental communications with the college and student body.
  - c. Provides assistance in the administrative work of the department.
  - d. Contributes to syllabus and curriculum improvement.
  - e. Preparation of Grant proposals.
5. Contributes to stimulating growth in teaching skills of others by providing assistance to less experienced members of the faculty: demonstrations and participation in panels or forums of educational and cultural nature within the department or on a college wide basis.