RANK PROMOTION
Candidate/Supervisor/Advocate Checklist
(see Faculty Handbook, 3.10.05-06)

Current Rank: _______________________________

Rank Requested: _______________________________

TIME SEQUENCE

✓ (Oct.) Rank Committee Chair distributes timeline dates to all faculty

✓ (Dec. 15) Letter of Application submitted
  • Chair, Rank Committee
  • Cc: Supervisor
  • Cc: VP of Instruction

✓ Attend information workshops
  • Date: Oct 15, 2008 8:00 am
  • Date: Oct 23, 2008 3:30 pm

✓ (Jan. 31) Identify Advocate

✓ (Feb., 1st Mon.) Portfolio to supervisor for review (Feb. 4)

✓ (Feb., 2nd Mon.) Portfolio returned to candidate (Feb. 11)

✓ (Feb., 3rd Mon.) Portfolio completed; submitted to Rank Committee (Tuesday, Feb. 19)

✓ (Feb., 3rd week) Rank Committee notifies candidate that portfolio has been received

✓ (Mar., 3rd week) Rank Committee makes recommendations to President

PERFORMANCE PORTFOLIO

✓ PHOTO, e.g. faculty web page

✓ CURRICULUM VITAE

✓ NARRATIVE (no more than 10 pages typed, double-spaced), including:
  • Summary of current rank criteria
  • Description of how each criteria for requested rank has been met
  • Summary and cross-references for supporting evidence and/or documentation

✓ FORMS and DOCUMENTATION (originals or facsimiles)
  • Supervisor performance reviews (within last 3 years)
  • Peer reviews (within last 3 years)
  • Self-assessments (within last 3 years)
  • Student feedback/evaluation reports (last 3 years)
  • PFI or IDP (last 3 years)
  • Committee Verification Forms

✓ Examples of SUPPORTING DOCUMENTATION or evidence (teaching, learning, teaching discipline)
  • Syllabi for courses taught
  • Individualized instruction or counseling
  • Teaching techniques
  • Evaluation techniques
  • Advising availability, e.g. semester schedules
  • Teaching/learning research, e.g. student performance, retention rates
  • Curriculum revision, course revisions
  • Out-of-classroom activities that enhance student learning
  • Professional enhancement, e.g. workshops, seminars, conferences, courses taken, presentations, publications, professional affiliations, etc.
  • Creative endeavors

✓ 4 electronic copies on CD + 1 hardcopy in a 3-ring binder OR 2 hardcopies in a 3-ring binder

Signature of Faculty__________________________________________ Date __________________

Signature of Supervisor_______________________________________ Date __________________

(Revised Fall 2008)