



**MEMORANDUM**

TO: All Faculty Seeking Promotion

FROM: Faculty Promotion Review Committee (“FPRC”)

DATE: September 2007

RE: Exhibits for Sample Promotion Binder

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Attached is the CCBC Faculty Promotion Review Committee’s format for sample promotion binders. Sections I through VII and its attendant exhibits are attached. Supporting documentation for Exhibits I through VII should follow the exhibits for each section. With regard to Section VIII: Promotion Performance Criteria (III.A, III.B1, III.B2, III.B3, III.B.4), the Promotion Review Committee created and attached a Performance Requirement Checklist (“PRC”). Candidates use the PRC to summarize the evidence for each Promotion Performance Criteria (III.A, III.B1, III.B2, III.B3, and/or III.B4)\* being used according to the requirements for the rank being sought. **Evidence to support each PRC category should follow the checklist and be separate by labeled index tabs. Candidates should take care to choose the Promotion Performance Criteria categories which best show their qualifications for promotion. Candidates should not use more categories than is specified for the rank for which they are applying.**

Due to the short time span the PRC has to review each application, the organization of a candidate’s promotion binder is extremely important. The PRC reviews each application thoroughly, and if a binder is poorly organized or lacks clarity, it will be returned to the candidate to put in proper order (usually with advice on how to do so). If you have additional materials or evidence you wish to present to the FPRC, please feel free to create other sections and/or binders.

\*Please see the last page of this packet for a listing and explanation of categories.



## Section I: Dean's Endorsement of Promotion

This section is to include the following documentation:

- Letter or memorandum from the division Dean endorsing the faculty member's request for promotion (see Exhibit A)

**MEMORANDUM**

TO: CCBC Faculty Promotion Review Committee

FROM: \_\_\_\_\_, Dean  
\_\_\_\_\_, Division

DATE: \_\_\_\_\_

RE: \_\_\_\_\_

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It gives me great pleasure to support \_\_\_\_\_ (candidate's name)  
application for promotion from the rank of \_\_\_\_\_ to the rank of  
\_\_\_\_\_.

[INSERT ADDITIONAL INFORMATION]



## Section II: Faculty Member's Promotion Request

This section is to include the following documentation:

- Formal letter of request for promotion from the faculty member to the Dean
- Promotion request checklist (see Exhibit B)
- Letter(s) of waiver or equivalency from the Waivers and Equivalency Committee or Dean, if applicable

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**COMMUNITY COLLEGE OF BALTIMORE COUNTY**

**PROMOTION REQUEST CHECKLIST**

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Name \_\_\_\_\_ Division \_\_\_\_\_

Current Rank \_\_\_\_\_ Date Awarded \_\_\_\_\_

Dates of leave, if any, since last promotion \_\_\_\_\_

Number of years creditable in current rank \_\_\_\_\_

Rank Requested \_\_\_\_\_

1. Does the candidate possess the degrees and credits needed to meet the minimum educational standards for promotion?      yes\_\_      no\_\_
  
2. If the candidate does not possess the degrees and credits required, was waiver/equivalence granted?      yes\_\_    N/A    no\_\_  
  
If YES, did you verify that the same experience is counted only once  
If NO, attach rationale for proceeding.      yes\_\_    N/A    no\_\_
  
3. Was waiver/equivalence required for any previous promotion?      yes\_\_      no\_\_  
  
If YES, did you verify that the same experience is counted only once?      yes\_\_    N/A    no\_\_
  
4. Does the candidate meet the minimum experience requirements for promotion?      yes\_\_      no\_\_
  
5. Are there unresolved concerns relating to counting years of experience prior to coming to the College and whether they were used in lieu of education and/or for rank placement? If YES, attach your analysis and recommendations for resolving these.      yes\_\_      no\_\_
  
6. Does the official file contain official (with the seal) transcripts to verify degrees and credits required?      yes\_\_      no\_\_
  
7. Attach the Board personnel exhibit for promotions to associate professor or professor.
  
8. Attach the Promotion Request and CCBC Cumulative Evaluation.

\_\_\_\_\_  
Chairperson/Associate Dean

\_\_\_\_\_  
Date



### **Section III: Personnel Documentation**

This section is to include the following documentation:

- See Exhibit C

**PERSONNEL DOCUMENTATION**

\_\_\_\_\_  
(School)

**The Community College of Baltimore County**  
\_\_\_\_\_  
(Campus)

**Name:** \_\_\_\_\_

**Teaching Discipline:** \_\_\_\_\_

**Current Rank:** \_\_\_\_\_

**Projected Rank:** \_\_\_\_\_

**Effective Date of Tenure:** \_\_\_\_\_

**Employed at CCBC since:** \_\_\_\_\_

**Effective Date(s) of  
Waiver(s) or Equivalence(s):** \_\_\_\_\_

**Effective Date(s) of Prior  
Promotion(s):** \_\_\_\_\_

**Degree(s): List university/college name, city and state, date (month and year) degree(s) received**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## **Section IV: Curriculum Vita or Resume**

This section is to include the following documentation:

- Current curriculum vita or resume (not supporting documentation required in Section VIII)
- Current professional assignment



## Section V: Academic Transcripts

This section is to include the following documentation:

- All college credit
- Degrees awarded (Bachelor's degree and beyond)
- Listing of "30+ or 60+", etc.



## Section VI: Performance Evaluation Summaries

This section is to include the following documentation:

- Three most recent performance evaluations with appropriate signatures (include **only** section entitled, “Performance Evaluation and Merit Pay Recommendation Form,” including Part I: Merit Increase Recommendation and Acknowledgement”) (see Exhibit D)

**PERFORMANCE EVALUATION  
AND  
MERIT PAY RECOMMENDATION FORM**

**Evaluation Period: From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Faculty Member's Name:**

**Campus:**

**School/Division:**

**Rank:**

**Contract Status:** Term \_\_\_\_ Five-Year \_\_\_\_ 10-month \_\_\_\_  
If on a term contract, indicate which year in this status \_\_\_\_\_

**Comprehensive Evaluation:**

**Date of last comprehensive evaluation (mm/dd/yy):**

**INSTRUCTIONS FOR WEIGHTING PERFORMANCE FACTORS**

This page must be completed in order to determine the weighting to be used in the annual professional evaluation. The faculty member will determine with the academic division dean or his/her designee, what weights will be used. All weighting will fall within the parameters listed below.\* These weights should be determined and the page signed at the time of the initial conference on annual goals. Enter percents as decimals, total should equal 100%. Performance factors which are not required should be given a weight of 0%.

<u>Performance Factor</u>	<u>Agreed Upon Weighting Parameters</u>	<u>Percentage</u>
A. Professional Assignment	50-75%	_____
B. College/Community Service	10-25%	_____
C. Professional Development	10-25%	_____
<b>Total</b>		

The weighting parameters are intended to serve as relative indicators of the importance of the performance factors.

Faculty Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* The percentage for these factors may be adjusted depending on the faculty member's professional assignment for that evaluation period and the degree of participation expected in the other performance factors.

**Part I:**  
**MERIT INCREASE RECOMMENDATION AND ACKNOWLEDGEMENT**

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**Overall Performance/Merit Rating:**

- \_\_\_\_ Consistently exceeds performance expectations
- \_\_\_\_ Often exceeds performance expectations
- \_\_\_\_ Successful performance
- \_\_\_\_ Needs development
- \_\_\_\_ Does not meet performance expectations

**Summary Evaluation Paragraph:**

**Eligible for Merit Increase** \_\_\_\_ Yes \_\_\_\_ No (Please explain)

**Faculty Member's Acknowledge:** I have had the opportunity to review and discuss the above information. I \_\_\_\_ will/ \_\_\_\_ will not submit an addendum within *ten* calendar days of the evaluation conference. *I understand that any addendum will require my signature and the Dean's signature, which does not imply agreement or disagreement with the addendum.*

\_\_\_\_\_  
**Faculty Member's Signature:**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Department Head/Program Director** (if appropriate)

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Academic Division Dean**

\_\_\_\_\_  
**Date**



## **Section VII: Performance Criteria - Classroom**

This section is based upon PAC Faculty Promotion Policy, Section III(A) Teaching (for all promotions). Section III(A) states that “Effective teaching in a learning centered institution is essential for promotion. Effectiveness in teaching is to be established by documented evidence of ability and consistent success in promoting student learning appropriate to the candidate’s discipline and experience, evaluated through student evaluations, classroom observations and other learning centered assessments.”

This section is to include the following documentation:

- Student Evaluations (e.g., SIR II reports, departmental forms)
- Classroom observations
- Other documentation



## Section VIII: Other Performance Criteria

This section is based upon PAC Faculty Promotion Policy, Other Performance Criteria, Section III(B)(1), III(B)(2), III(B)(3) and/or III(B)(4).

This section is to include the following documentation:

- Documented evidence of recognized scholarly or creative work or successful advanced study in one's field or in learning-centered education. (Successful completion and defense of a doctoral dissertation or the achievement of equivalencies to the doctorate may be used in this category **except** for promotion to the rank of professor where the doctorate or equivalence simply qualifies one for eligibility to be considered.) (Section III(B)(1))
- Documented evidence of significant innovation, experimentation and advances in teaching in a learning centered institution; for example, major curriculum revisions or developments, or the development and implementation of new techniques that make substantial positive changes in teaching. (Section III(B)(2))
- Documented evidence of contributions to the college; for example, substantial service on and contributions to councils, senates, divisional or departmental committees, ad hoc committees or task forces, student groups, or professional organizations. (Section III(B)(3))
- Documented evidence of active participation external to the college, such as in conferences or meetings of professional organizations in one's field, or documented evidence of contributions to community organizations or groups when such activities stem from the faculty member's academic position or professional experience, or when such participation assists the college in the fulfillment of its institutional role. (Section III(B)(4))

(As per PAC Faculty Promotion Policy, Faculty/Professional Staff Handbook, online as of 9/15/04)