EAST CENTRAL COLLEGE

Faculty Promotion Application

Name: ___________________________ Application Date: ________________

Note: All criteria for consideration of promotion must be met by the date of the application.

Date of Initial Full-Time Appointment as faculty member at ECC (Month/Year):

__________________________________________________________

Disciplinary teaching area(s): ______________________________________

Years in Rank at ECC:
  Instructor ______________ (list specific years)
  Assistant Professor ____________ (list specific years)
  Associate Professor _____________ (list specific years)
  Professor ______________ (list specific years)

Applicant Signature __________________________________________ Date ________________

Within two (2) weeks of document receipt, the Human Resources Department will send the applicant a confirmation that the application was received as well as verification of eligibility to apply for a rank change.

• Verification of additional coursework/degrees earned since the previous promotion that is relevant to the current promotion application.
  Applicant has completed the required coursework/degree to meet the qualifications for the requested rank.  YES   NO

• Verification of service years at East Central College.
  Applicant has completed the required YOS to meet the qualifications for the requested rank.  YES   NO

Receipt by Human Resources [Signature]________________________________________

Date __________________________________________________________________________
EAST CENTRAL COLLEGE
Checklist of Required and Optional Documents

Applicant Name _______________________________________________________________

The Promotion Packet must include the following documents for the applicant to be considered:

1. **Documents submitted by the applicant**
   - Completed Faculty Promotion Application
   - Completed Checklist of Required and Optional Documents and related documents.
   - Portfolio providing evidence of effective teaching and student learning, college service, community service, and educational leadership.
   - Narrative summary of accomplishments, areas of improvement, evaluation of professional growth, and approach to effective teaching and student learning.
   - Faculty Self-Assessment completed for the previous three years.
   - Evaluation of College Service by Chairperson
   - Faculty Evaluation Conference form
   - Professional development plans encompassing the previous three years and evidence of goal accomplishment.
   - Teaching schedules for the previous three years.
   - Course syllabi, one from each course taught (minimum of two and a maximum of five).

2. **Documents submitted to Promotion Committee chair by the respective Administrator:**
   a. Written assessment of the applicant’s performance in effective teaching and student learning.
   b. Summary of student course evaluations for the previous three years, except for years when these were not produced.

3. **Documents submitted by Human Resources to the Office of Instruction for placement into the Faculty Promotion document packet:**
   a. Verification of additional coursework/degrees earned since the previous promotion that is relevant to the current promotion application.
   b. Verification of service years at East Central College.

4. **Optional documents submitted by the applicant:**
   a. Student letters and notes. (Students shall not be solicited to provide such documents.)
   b. Samples of student work.
   c. Additional documents that support the promotion application.
   d. Letters of support from peers
   e. Other.
East Central College
Faculty Self-Assessment
For purposes of contract renewal, increments and recognition of achievement

Name: ________________________________ Division: ___________________________
Date: _________________________________ Academic Year:______________________

The following are skills and procedures related to TEACHING AND INSTRUCTIONAL MANAGEMENT. Please use the rating scale below to answer the following:

<table>
<thead>
<tr>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Almost Always</td>
<td>Frequently</td>
<td>Sometimes</td>
<td>Occasionally</td>
<td>Hardly Ever</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

At the faculty’s option, items 23 - 25 may be added. Use the space below for any written comments (i.e. describe any unusual circumstances related to the specific courses taught, etc.).

**Circle the responses:**

**A. Content expertise:**
1. Demonstrates a comprehensive knowledge of the subjects taught. NA 1 2 3 4 5

**B. Instructional Design Skills:**
2. Comprehensive course plan(s)/syllabi contain all required components. NA 1 2 3 4 5
3. The objectives and competencies of the course(s) are congruent with departmental and institutional goals, are clearly stated and appropriate for enrolled students. NA 1 2 3 4 5
4. The course outline(s) presents a logical sequence of topics to meet course objectives. NA 1 2 3 4 5
5. Learning experiences—homework, written assignments, projects, and/or in-class activities reflect course goals and competencies.. NA 1 2 3 4 5
6. The course materials (text, reading lists, and non-print materials) are current and represent the work of recognized authorities. NA 1 2 3 4 5
7. The exams are representative of course content and objectives and are clear and well written. NA 1 2 3 4 5
8. Grading procedures are fair and clearly stated. NA 1 2 3 4 5
9. Course plans/syllabi are revised to reflect new developments in subject area and student reactions. NA 1 2 3 4 5
C. **Instructional Delivery Skills:**

10. Meets all classes promptly. NA 1 2 3 4 5

11. Is well organized and presents material clearly in accordance with an established course syllabus which includes a schedule. NA 1 2 3 4 5

12. Manages classroom activities that effectively stimulate student interest. NA 1 2 3 4 5

13. Maintains a high standard of courtesy and conduct (including appropriate language and dress). NA 1 2 3 4 5

14. Encourages an open atmosphere in which students feel free to ask questions and seek help as needed. NA 1 2 3 4 5

15. Is objective and able to substantiate grades given. NA 1 2 3 4 5

16. Enjoys teaching. NA 1 2 3 4 5

17. Utilizes creative/innovative methods of teaching that considers and incorporates different teaching/learning styles of students. NA 1 2 3 4 5

D. **Records-keeping and Management:**

18. Maintains regular office hours for consultation with students. NA 1 2 3 4 5

19. Keeps appropriate records on attendance and grades and submits such records as required. NA 1 2 3 4 5

20. Administers final examinations according to finals schedule. NA 1 2 3 4 5

21. Follows college guidelines for administration of student evaluations of faculty. NA 1 2 3 4 5

22. Obtains authorization from the appropriate administrator and completes the required forms for instructional field trips. NA 1 2 3 4 5

Additional Questions

23. ___________________________________________________ NA 1 2 3 4 5

24. ___________________________________________________ NA 1 2 3 4 5

25. ___________________________________________________ NA 1 2 3 4 5

COMMENTS _________________________________________________

_________________________________________________________________

_________________________________________________________________
The following items are related to SERVICE.

5 = Definitely True    4 = More True than False    3 = In Between
2 = More False than True    1 = Definitely False    NA = Not Applicable

At your option, you may add questions 34 and 35. Use the space below for written comments regarding the faculty member's service to the college. Circle your responses.

26. Attends Faculty Association meetings regularly. NA 1 2 3 4 5
27. Attends other meetings (divisional, advisory, etc). regularly. NA 1 2 3 4 5
28. Makes a positive contribution to assigned committee(s). NA 1 2 3 4 5
29. Serves effectively as a Committee chair. NA 1 2 3 4 5
30. Serves effectively as a Division Chair. NA 1 2 3 4 5
30. Makes a positive contribution to recruitment activities. NA 1 2 3 4 5
31. Serves effectively as an academic advisor. NA 1 2 3 4 5
32. Serves effectively as a sponsor of a student organization. NA 1 2 3 4 5
33. Makes time and talent available to the external community. NA 1 2 3 4 5
34. ______________________________________________________ NA 1 2 3 4 5
35. ______________________________________________________ NA 1 2 3 4 5

COMMENTS ______________________________________________________

______________________________________________________________

The following items are related to PROFESSIONAL GROWTH AND DEVELOPMENT.
Please use the rating scale below to answer the following:

5 = Almost Always Descriptive    4 = Frequently Descriptive    3 = Sometimes Descriptive
2 = Occasionally Descriptive    1 = Hardly Ever Descriptive    NA = Not Applicable

At your option, you may add questions 46 - 47. Use the space below for written comments. Circle your responses.

36. Keeps current with developments in his/her field by reading and subscribing to professional journals. NA 1 2 3 4 5
37. Keeps current with developments in discipline by attending professional meetings. NA 1 2 3 4 5

38. Keeps current with developments in discipline via courses for certification. NA 1 2 3 4 5

39. Participates in workshops to refine teaching and instructional management skills. NA 1 2 3 4 5

40. Visits other campuses. NA 1 2 3 4 5

41. Travels to other countries to improve second language skills and/or to gain cultural awareness. NA 1 2 3 4 5

42. Is a member of professional associations. NA 1 2 3 4 5

43. Is significantly involved in scholarly pursuits, such as grants, publication, research, editing. NA 1 2 3 4 5

44. Is asked to serve as a consultant to other organizations. NA 1 2 3 4 5

45. Maintains Professional Evaluation and Development Portfolio as required. NA 1 2 3 4 5

46. ________________________________________________ NA 1 2 3 4 5

47. ________________________________________________ NA 1 2 3 4 5

COMMENTS ____________________________________________

________________________________________________________________________

________________________________________________________________________

Documents that support the items appraised are to be placed in the Professional Evaluation and Development Portfolio.

*Applicant must arrange a conference to discuss self-assessment as compared with Division Chair/VP of Instruction Evaluation of Faculty Member.*

Signature of Faculty Member: ____________________________ Date: _____________

Signature of Chief Academic Officer: ________________________ Date: ___________

Signature of Division Chair: ________________________________ Date: ___________
East Central College
Faculty Evaluation Conference Form

Name _______________________________________ Division ______________________
Date ________________________ Academic Year ________________________________

Complete the following document based on the conference with Division Chair/VP of Instruction.
Based on information obtained from this evaluation process, describe two strengths and two weaknesses you have discovered about your role as a faculty member.

Strengths
1. ____________________________________________________________
   ____________________________________________________________
2. ____________________________________________________________
   ____________________________________________________________

Weaknesses
1. ____________________________________________________________
   ____________________________________________________________
2. ____________________________________________________________
   ____________________________________________________________

Identify three goals to be pursued during the next evaluation cycle for personal and/or professional development.

1. ____________________________________________________________
   ____________________________________________________________
2. ____________________________________________________________
   ____________________________________________________________
3. ____________________________________________________________
   ____________________________________________________________

Faculty ____________________________   Division Chair/VP Instruction _______________________
Date ______________________________