

ACADEMIC PROMOTION GUIDE

(Revised 2/7/02)

The following guidelines have been prepared by the Faculty to assist the promotion candidate, the candidate's peer review team, and those who evaluate the candidate's application.

- A. Prior to divisional promotion meetings, the division chair will present a profile for each academic rank for the purpose of assisting faculty members in determining their suitability for candidacy. This profile will be furnished by the Academic Dean's Office.
- B. The division chair will be responsive to the division and Academic Council regarding inquiries concerning the respective candidates.
- C. Candidate's personal appraisal is an opportunity for the candidate to point to those areas they consider relevant to the promotion and tenure procedure.
- D. Teaching effectiveness (which shall include student learning and attitudes) should be documented by the following: evaluation by division chair, student evaluation of faculty, report by peer review team (peer review teams should be composed of at least two members, at least one whom should come from the discipline or division, where applicable), candidate's personal appraisal, and any other evidence recognized by the division.
- E. Educational and professional growth could consist of any of the following. All Categories need not be attained.

Educational Growth*

- 1. Formal academic credit courses
- 2. Non-credit seminars, institutes, clinics, symposia, and workshops
- 3. A sabbatical leave or leave of absence for educational pursuits
- 4. Educational travel
- 5. Research directly related to teaching
- 6. Other educational activities recognized by the division

Professional Growth*

- 1. Member of professional organization**
- 2. Attendance at local, state, or national conferences
- 3. Speaker at professional conferences
- 4. Work-related experience
- 5. Significant innovative techniques
- 6. Publications directly related to the profession or the person's subject matter area.
- 7. Other professional growth activities recognized by the division.

- F. Productive activity for the college other than instruction could include, but is not limited to, the following. All categories need not be attained!

Internal Productive Activity*

1. Active participation on committee work, including participation in Delta government.
2. Release time activities. These are activities which add value or distinction to the goals of the College. If the majority of one's load involves released time, a report to the tenured faculty and other prescribed division members will be submitted, having indicated what adjustments in the promotion criteria have been made.
3. Service to the college as division chair shall be considered as significant Internal Productive Activity
4. Other internal activities recognized by the division.

External Productive Activity*

1. Professional activity. Participation in such groups as AAUP, MEA, or local or state governmental bodies, other than on a consulting or lecture basis.
2. Presentations. These could include service organizations, K-12 schools, religious groups, governmental organizations, or lay bodies on college-related activity.
3. Consulting activity. This includes industry, government, or educational-related organizations.
4. Participation in community service organizations. Purely social organizations are excluded.
5. Other external activities recognized by the division.

- G. Leadership is a reflection of sustained, superior achievement in one or more of the criteria used for promotion to professor. This quality implies that the individual has guided others to higher levels of accomplishment, whether in the classroom, the profession, or the community. Leadership involves the recognition of the individual's efforts by students, colleagues, or the community.

The candidate must establish that this standard has been met.

* It is incumbent on the individual to provide evidence of the relevance or significance of each activity.

** Professional organizations include subject matter associations and professional education organizations.