APPENDIX Q
FACULTY PROMOTION CRITERIA

The promotion of a faculty member will be based upon points earned in three performance categories. Only items occurring since the last promotion may earn points. In the Teaching/Job Effectiveness category, the maximum partial score is 55 points. For each of the categories on Professional Growth and on Service, the candidate must assign a value of between 10 and 35 points such that their combined point value is 45 points for those two categories collectively. The total maximum number of points possible is 100.

I. TEACHING/JOB EFFECTIVENESS   **MAXIMUM POINTS 55**

    A. Instructional Faculty

        1. Teaching/Job Effectiveness Indicators   **(35 of the 55 points)**

        The following items shall be considered as the indicators of teaching/job effectiveness. All items in this section must be addressed.

        a. Relates teaching to clearly identified course objectives.

        b. Is well prepared for class meetings.

        c. Maintains a positive learning climate.

        d. Encourages appropriate student participation.

        e. Presents instruction with interest and enthusiasm.

        f. Responds to students in a positive and appropriate manner.

        g. Assists students to meet course objectives during and beyond class hours.

        h. Evaluates student performance and provides appropriate, timely feedback to students.

        i. Conducts instruction in a clear and well organized manner.

        j. Contributes to review, revision, and development of departmental curriculum.

        k. Accepts additional departmental responsibilities as needed or requested.

        l. Demonstrates collegiality with colleagues.

        m. Demonstrates understanding and support of the educational mission of the department and college.

2. **Student Perceptions**   **(20 of the 55 points)**

The following items are examples of materials which may be submitted as documentation:

a. formal student perceptions, including computer printouts and/or written comments;

b. letters of appreciation;

c. teaching awards/nominations;

d. informal student perceptions.

B. **Library Faculty**

1. **Teaching/Job Effectiveness Indicators**   **(35 of the 55 points)**

The following items shall be considered as the indicators of teaching/job effectiveness. All items in this section must be addressed.

a. Exhibits sensitivity to needs of students and patrons.

b. Demonstrates collegiality with colleagues.

c. Demonstrates understanding and support of the educational mission of the library and the college.

d. Understands and accommodates needs of the department.

e. Contributes to improving the efficiency and effectiveness of the library.

f. Accepts additional departmental responsibilities as needed or requested.

g. Exhibits working knowledge of current library policies and procedures.

h. Keeps abreast of current computer operations, library automation advances, and other appropriate technical skills.

2. **Student and Patron Perceptions**   **(20 of the 55 points)**

a. Elicits positive responses from patrons on evaluations of library services (if applicable).

b. Elicits positive responses from students on evaluations of library courses (if applicable).

C. Counseling Faculty

1. Teaching/Job Effectiveness Indicators   **(35 of the 55 points)**

The following items shall be considered as the indicators of teaching/job effectiveness. All items in this section must be addressed.

a. Exhibits sensitivity to the needs of students, including application of the appropriate counseling style/technique.

b. Cooperates with academic departments, faculty, secondary school personnel, and other professionals.

c. Demonstrates collegiality with colleagues.

d. Demonstrates understanding and support of educational mission of department and College.

e. Understands and accommodates needs of department.

f. Shows initiative in recruiting students.

g. Contributes to improving the efficiency and effectiveness of student services.

h. Accepts additional departmental responsibilities as needed or requested.

i. Demonstrates thorough knowledge and appropriate College application of programs and academic/student services policies and procedures.

j. Keeps abreast of current student services information resources including, but not limited to, mainframe computer operations, college and university advising software, and other such information tools.

2. Student Perceptions   **(20 of the 55 points)**

a. Elicits positive responses from students on evaluations of orientation sessions and teaching (if applicable).

b. Elicits positive responses from students on evaluations of counseling services (if applicable).

II.   **Professional Development/Scholarly Activity**   **10 to 35 POINTS**

The following items shall be considered indicators of professional growth in-field or in complementary fields. All items must be related either to one's duties as a faculty member at the college or to a defined college need. The weighting of the individual items within this category may vary. Only relevant items in this section must be addressed.

a. Successful completion of courses, seminars, and workshops.

b. Attendance at local, regional, and national meetings and conferences.

c. Presentations at local, regional, and national meetings and conferences.

d. Academic, literary, scientific, or technical publications.

e. Editing, reviewing, or contributing to textbooks or other academic publications.

f. Achieving certification in professional field.

g. Conducting or coordinating professional workshops and seminars.

h. Artistic performances and presentations.

i. Membership and participation in professional organizations.

j. Other appropriate professional growth activities.

III.   **Service to the Department, College,**   **10 to 35 POINTS**
           Discipline or Community

The following items shall be considered indicators of service to the College. The weighting of the individual items within this category may vary. Only relevant items in this section must be addressed.

a. Membership and participation on departmental or college committees.

b. Leadership position on departmental or college committees.

c. Participation in development of new programs, courses and major curriculum projects beyond normal job requirements and expectations included in Teaching/Job Effectiveness category I. A. 1. j. above.

d. Coordination and/or presentation at college workshops, seminars, CEU programs, etc.

e. Participation in recruitment activities significantly beyond the normal course of the job.

f. Participation in departmental, college or in-field research activities.

g. Major role in planning and implementing college events.

h. Grant writing.

i. Sponsorship of a student organization.

j. Representing the College as a delegate to a state or national professional group or committee.

k. Initiating or implementing departmental or college projects.

l. Serving as a mentor to other faculty.

m. Registering and advising students, when not part of the faculty member's regular job.

n. Volunteer work in the community that is related to the faculty member's discipline or the mission of the College.

o. Membership and participation in community service organizations.

p. Leadership position in professional organizations or community service organizations.

q. Presentations to community groups and organizations.

r. Judging community events relevant to the faculty member's discipline.

s. Other appropriate service activities.