

# KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM

## FACULTY HIRED IN FORMER KENTUCKY TECH SYSTEM OR PRIOR TO 2004 IN A TECHNICAL COLLEGE

### GRANDFATHERED UNDER

### 2003-2004 FORMAT FOR PROMOTION REVIEW PORTFOLIO

#### INSTRUCTIONS:

Use this format to assemble your promotion review portfolio.

1. Use a three-ring binder with tabs identifying each section required.
2. Provide clear, legible copies of documents.
3. Information should be from the last three academic years (six semesters – fall/spring), which includes the current academic year. This may be supplemented with significant activities and achievements from prior years. All listings should be in reverse chronological order.
4. Verification must be included where indicated.
5. **All required components of the portfolio must be included or addressed.**
6. Eligibility for the year of promotion will include the current academic year. (You can count the year in which you apply.)

#### FORMAT:

- I. **COVER SHEET** – Include a cover sheet as follows:

Your Name  
Name of the Technical College  
Promotional Rank for Which You Are Being Considered

- II. **LETTER OF APPLICATION** – Prepare a letter addressing why you feel you should be considered for promotion.

- III. **LETTER FROM IMMEDIATE SUPERVISOR (DIVISION CHAIR OR DEAN OF INSTRUCTION)** – **The immediate supervisor will provide a letter of evaluation of the faculty member's performance, including a recommendation for the portfolio.**

*[Note: The president/ceo of the college now has the responsibility for ensuring that each promotion file is complete and contains the advice of the appropriate division chairperson and six or more faculty letters, including at least all Associate and Professor division members located on the same campus. Faculty letters should be addressed and sent to the college president/ceo.]*

- IV. **VITA/RESUME**– Prepare a vita/resume including the following documentation.

A. Personal Information

Full Name

Current Rank

Rank Dates: Include

1. Initial appointment to faculty (formerly Rank III)
2. Appointment to Assistant Professor (formerly Rank II)
3. Appointment to Associate Professor (formerly Rank I)

B. Education

1. List colleges, universities attended, locations and dates; degrees awarded, dates awarded, major(s).

2. Hours Beyond:

Provide the number of graduate credit hours in teaching or related subject areas in the following way: (1) in master's degree program, and (2) beyond master's degree. If admitted as candidate for a higher degree, indicate what degree, subject area, college/university, location, and date admitted.

3. Professional Development: List all professional development during the past three years, including continuing education (total of 25 hours required for each of those years), college courses, workshops, or certifications in specific areas. Must be verified and include certificates of completion for each activity.

4. Provide copies of transcripts (diplomas) from postsecondary institution, college/university attended. Where applicable, provide high school transcript or GED.

C. Work Experience: Work experience listed here must be field-related. Provide place of employment, address, position held, dates of employment.

D. Teaching Experience: Provide proof of required number of years of teaching experience. KCTCS teaching experience includes teaching in the technical (KY TECH) or community college system prior to the establishment of KCTCS.

E. Awards, Recognitions, Achievements: List, and include documentation for, all awards, recognitions, and achievements received during the past three years.

F. Professional Certifications, Registries, Licensures: Provide organization, dates, identification numbers for all held. Provide documentation (copies of certificates, licenses, or registries).

**V. PERFORMANCE EFFECTIVENESS:**

A. Include a narrative describing your personal teaching philosophy. Include a description of your teaching style, use of different technologies, and methods of instruction in various courses taught.

B. Provide documentation for each of the following and verification where indicated:

**Instructor to Assistant Professor: Required Content**

1. Successful completion of mentorship, KCTCS New Teachers Institute or have previous successful teaching experience. Verification required.
2. Student course evaluations. Results must be verified.
3. Personal (annual evaluations).
4. Course syllabi.
5. Classroom observations. Verification required.
6. Advising.
7. Community Service and Institutional Service.

**Assistant Professor to Associate Professor: Required Content**

1. Student course evaluations. Results must be verified.
2. Personal (annual) evaluations.
3. Course syllabi.
4. Professional development (**25 hours per year**). Must be verified and include certificates of completion for each activity.
5. Advising.
6. Community Service and Institutional Service.
7. Awards, publications, or presentations.

**Associate Professor to Professor: Required Content**

1. Student course evaluations. Results must be verified.
2. Personal (annual) evaluations.
3. Course syllabi.
4. Professional development (**25 hours per year**). Must be verified and include certificates of completion for each activity.
5. Advising.
6. Community Service and Institutional Service.
7. Awards, publications, or presentations.
8. Professional memberships.

- VI. LEADERSHIP:** Provide Recognized Leadership or System/District Leadership as applicable. Provide verification through available documentation, such as copies of administrative evaluations, letters of appointment to system or college committees, other certificates or acknowledges of community leadership.
- VII. MINIMUM TIME IN PREVIOUS RANK:** Provide documentation of time in previous rank.