

KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM
FORMAT FOR
PROMOTION REVIEW PORTFOLIO
KCTCS FACULTY HIRED 2004 AND THEREAFTER;
ALL OTHER FULL-TIME FACULTY WHO SELECT THIS CRITERIA

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 by term.
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.)
7. **See note on page 4 regarding areas of activity on the PPE not assigned to you but which show as a section in the portfolio format.**

I. COVER SHEET

Include a cover sheet as follows:

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

II. VITA

List and provide information in the order indicated:

A. Personal Information

Full Name

Current Rank

Rank Dates

Initial appointment to faculty

Assistant Professor Rank

Associate Professor

B. Education

List colleges/universities attended, locations and dates; degrees awarded, dates, majors(s).

Hours Beyond

Provide the number of graduate credit hours in teaching/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.

C. Current Professional Certifications, Registries, Licensures

Provide organization and dates for all held.

D. Experience

List position, date, and responsibilities.

III. TRANSCRIPTS OF ALL EDUCATIONAL PREPARATION

Provide clear copies of official transcripts from each institution attended. Provide copies of current certificates, licenses, and/or registries. (Identification numbers may be removed from copies.)

IV. PHILOSOPHY

Summarize personal philosophy concerning your work as a faculty member.

V. PERFORMANCE PLANNING AGREEMENTS

Provide copies of the current performance planning agreement and of the previous two years.

VI. INSTRUCTION

Provide a narrative summarizing activities in this area. Elaborate upon activities that demonstrate quality teaching, teaching innovations or experimental techniques of instruction.

CREDIT AND DEVELOPMENTAL INSTRUCTION

- Provide a list or table of academic and/or developmental credit instruction activities for the current and previous two years. For each term list the courses taught and the number of credit hours.
- Provide results (summaries only) of all systematic student evaluations of instruction for the current and past two years. Provide a copy of the evaluation instruments.

The following may be provided to further demonstrate excellence in teaching:

- A sample course syllabus that demonstrates innovative course structure or methodologies of instruction.
- Copies of classroom observations.

CEU INSTRUCTION

- Provide a list of CEU credit instruction activities for the current and previous two years. Include in the list: CEU courses taught, the number of CEU credit hours awarded, the number of participants and a brief course description.
- Provide results (summaries only) of all systematic student evaluations of CEU instruction for the current and previous two years. Provide a copy of the evaluation instrument.

VII. STUDENT GUIDANCE AND ADVISING ACTIVITIES

Provide a narrative of all guidance and advising activities for the current and previous two years. Include activities pertaining to assigned advisees and unassigned advisees. Include activities

related to career counseling, testing services, advising of non-credit students, and other counseling services.

Provide summary results of all systematic evaluations of Student Guidance and Advising Activities for the current and previous two years. If summaries are not self-explanatory, provide an explanation of summary results.

VIII. INTERNAL SERVICE - INSTITUTIONAL SERVICE

List all internal service activities for the current and previous two years. Include a brief description and supporting documentation for active participation in college/system committee assignments, workshop facilitation, program development and any other activities related to institutional service, such as librarianship, institutional effectiveness/research, and accreditation activities. Supporting documentation may include letters from committee chair(s) or other committee members, committee evaluation instrument(s), and/or committee minutes.

IX. EXTERNAL SERVICE - COMMUNITY SERVICE

List all external community service activities for the current and previous two years. Include a brief description and supporting documentation, such as brochures, programs, and letters.

X. PROFESSIONAL DEVELOPMENT

Give a brief narrative about the importance of professional development, continuous improvement, to your working/teaching responsibilities. In the narrative, refer to those activities in which you have participated in the current and previous two years. Those activities would include workshops, conferences/institutes, and/or courses taken that enhance your job performance. Attach supporting documentation to which you refer in this narrative.

XI. EDUCATIONAL LEADERSHIP

Submit examples from the current and previous two years. Provide a list and a brief description referenced to the appropriate evaluation and planning document. Include college, division, program, area, discipline, beyond the local college level [System, state, or national], or other administrative responsibilities. Attach documentation, such as appointment letters, certificates, and evaluations, and provide summary results of any evaluations.

XII. PERFORMANCE EFFECTIVENESS

Provide a copy of your Annual Faculty Performance Review Rating for the current and previous two years.

The college president will provide a list with the number of faculty in each performance review category at the college for the current and previous two years.

Provide copies of any documentation relating to progress toward tenure, such as Second, Fourth, or Fifth Year Reviews.

XIII. LETTERS OF EVALUATION

Include letters from the following in the order indicated:

- A. President of the College
- B. Division Chair*
- C. College Advisory Committee on Promotion (CACP) (with committee vote and signature of each member in attendance)
- D. Six (6) or more letters including at least all associate and professor division members located on the same campus. Letters should be addressed to and sent to the college president.

For librarians and counselors, the six (6) letters shall include their discipline colleagues with at least associate and professor rank.

* If the division chair is being considered for promotion, the chief academic officer writes this letter.

XIV. ADDITIONAL INFORMATION

Provide additional information which you believe may be of assistance to the committee in making a recommendation. (Examples: special awards such as Great Teacher, Who's Who, or results of Peer Evaluations.)

APPENDIX (optional)

Note:

Administrative Policy 2.5 allows some college flexibility in assigning individual areas of activity on the PPE.

Policy 2.5 states,

KCTCS evaluations shall designate individual duties, goals, and outcomes in the following areas:

- *Position Responsibilities (including instruction and student guidance/advising activities for faculty),*
- *Internal Service – institutional service,*
- *External Service – community service,*
- *Professional Development activities, and*
- *Educational Leadership/Leadership.*

The particular areas in which an individual employee is active and therefore is to be evaluated in is dependent upon the employee's individual position and job duties as determined by college/system priorities. All five areas may not apply to all employees.

Administrative Policy 2.1, section 2.1.3 addresses criteria for promotion in rank, including specific areas of activities that **must** be included on the PPE for those seeking promotion in rank.

In the event that an area of activity, which is not specifically required by the promotion criteria, is shown on the PPE as 0% (advising, for example), then the faculty member would state that it was not assigned by the college (as verified by the PPE) in that section of the portfolio.