

THE PATH TO PROMOTION

Here are links to ECTC and KCTCS Promotion Process materials:

http://elizabethtown.kctcs.edu/About_Us/Offices_and_Departments/Academic_Affairs/Promotional_Processes.aspx


http://www.kctcs.edu/en/Faculty_and_Staff/Academic_Affairs/Promotion_Training_Materials.aspx

LEVEL 1: YOU'RE HIRED! INSTRUCTOR TO ASSISTANT PROFESSOR (INVITATION = HIRE DATE + 2 YEARS)

1. Get the following materials right away: a 1 ½" three-ring binder (black or white view-type) and at least 15 tabbed page dividers. (If you want to keep a copy of your packet, you'll need to double this list.) A three-hole punch is also handy.
 2. Go to the ECTC homepage > Faculty and Staff. Scroll down to Academic Resources > Academic Affairs Office > Promotional Processes > Integrated Promotion Format. **Print your pages and keep them in the pocket of your binder!** They tell you exactly what you'll need to set up your packet.
 3. Using the outline of sections detailed on the pages you just printed, set up your tab labels in Microsoft Word. Be SURE that they're clear and highly readable. Use the whole title (i.e., "I. Cover Sheet"), not just the Roman numeral. Avoid using all capital letters, as they are difficult to read. Print out the labels and set up your notebook. **Save it.**
 4. Make a cover sheet for each section (i.e., "IV. Philosophy"). Use a title style, and be consistent in using it through all the cover pages. A simple page border is fine for the cover sheets but should not be used elsewhere. Go for a formal, elegant look. **Save it.**
 5. **IMMEDIATELY** begin collecting materials that are relevant to each section. For us (hyper-organizers☺), we'd complete the first four sections right away. Save—and file in place in the binder—every paper that bears your name, every event that you attended, every email that thanks you for your participation, every page of meeting minutes that lists your participation, etc. When you begin advising, save the sign-up sheets that are posted on your door. Save student evaluations data for each semester, including the comments compiled for you. If you receive notes and/or email from students that comment on your teaching, save these, too. Pay good attention to professional development and leadership activities; these are often lacking. Be sure that internal and external service is separated; get thank you notes when possible.
 6. Your name will need to be highlighted on each supporting document, using the same color highlighter throughout. This can be done manually prior to scanning (recommended) or after scanning using Adobe software.
 7. Do NOT use page protectors.
 8. As your portfolio grows, you may need to remove some of the pages, but don't worry about that yet. Just keep plopping them in the book in reverse chronological order.
 9. Have someone review your notebook for any typographical errors that you may have made.
 10. **Save everything you type!**

Great news!

*Tina Love,
Senior Admin.
Assistant to the
Provost, has
cordially
provided you
with the
notebook (1),
the format (2),
and the page
dividers with
labels (3).
That's a HUGE
gift!*



Begin each stage as soon as you achieve each promotion. They build on each other!

LEVEL 2: ASSISTANT PROFESSOR TO ASSOCIATE PROFESSOR (INVITATION = HIRE DATE + 5 YEARS)

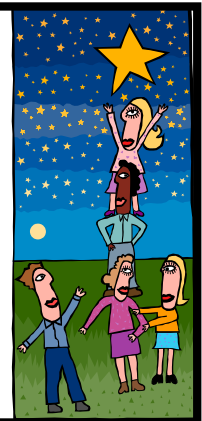
1. Get the following materials right away: a 2 – 2 ½” three-ring binder (black or white view-type) and at least 15 tabbed page dividers. (If you want to keep a copy of your packet, you’ll need to double this list.) Hopefully, you still have your three-hole punch.
2. Start the whole process again. If your old tabs and dividers are in good shape, reuse them. Reprint the cover sheets (assuming the sections haven’t changed). Update the information in the first four sections; print it out and bind it.
3. Work on expanding your participation in each of the areas over the next three years. The review committee is looking for significant involvement and contributions in each area for promotion at this level, not just card-punching. Seek positions of leadership on local committees; leadership is **required** for this promotion.
4. Once your packet is submitted, there will be no opportunities for any revisions; it must be in tip-top shape.

LEVEL 3: ASSOCIATE PROFESSOR TO PROFESSOR (INVITATION = ASSOC + 5 YEARS; OPTIONAL)

1. Get the following materials right away: a 3 – 3 ½” three-ring binder (black or white view-type) and at least 15 tabbed page dividers. (If you want to keep a copy of your packet, you’ll need to double this list.) You may need a new three-hole punch by now.
2. Again, the process should be started right away. Our advice is, assume that you’ll go up for this promotion as soon as you’re eligible. If you don’t, you can scrap any unnecessary papers you’ve saved. BUT, you can use some of these significant contributions for your packet even if they occurred outside of the three-year period for which you’ll be reviewed.
3. Most important for this promotion is achieving leadership, particularly at the **KCTCS level**. Seek positions on System committees; let your colleagues know that you are doing so to prepare for promotion. If you are not successful in being elected, have proof that you actively ran for the office (perhaps in a campaign email to the faculty). Leadership at the local level is also important, as is professional development (and all of the other categories, of course!).

For all levels, when seeking the support from your division:

1. Provide them with a list of activities in each of your PPE categories.
2. Seek each person individually, with a letter and the activity list in hand. Ask for a letter of support. This year’s due date is December 12, 2014.
3. Expect to have a personal conversation with each person. Ask that s/he emphasize in the letter particular areas in which you collaborated.
4. Get this done early—at least by Halloween of your promotion year. Remember how busy everyone is at the end of the semester. Give each person plenty of time to write a thoughtful letter.



Since all packets are submitted electronically, as well as in hard copy format, it is helpful to make sure all documents are one-sided, have no staples, and landscape documents are turned the same way. This will make scanning and rotating them much easier. There will be training on electronic submission of packets during the Fall semester for invited promotion candidates.