

CQI
System Promotion Committee Comments
April 2011

Colleges:

- If a candidate is **going up early**, please put that in the president's letter of recommendation as well.
- **Do NOT put 0% on the PPEs in any category for those in the promotion pipeline.**
- Include **completed PPE evaluations** for the current year as well in the portfolios (it's required along with the two prior years).
- If tenure track, also include **2nd and/or 4th year reviews**.
- Include **advising evaluations, which should be done** (or a letter from the college as to why there are none available).
- Include the **form used with the data summary of student evaluations**.
- Include a **summary of composite ratings** for the current year (note the number is for the ones going up as the others are not done yet) and prior two years in the front flap of each portfolio.
- **Do NOT use plastic page covers or subsection dividers.**
- **Hold workshops/mentor candidates for promotion. Training materials** are posted on the web <http://legacy.kctcs.edu/employee/academicaffairs.cfm>
- **Print off the checklist and run it on the portfolio to be sure everything has been included before submission.**
- Make sure **entire local promotion committee sheet** (including strengths/weaknesses, recommendation, vote, signatures) is included in the portfolio.
- Make sure the **required faculty letters** are included in the portfolio.
- In preparing notebooks, advise candidates to **spell out acronyms, discuss their professional development, emphasize/discuss system-level leadership work (if required), break down individual categories by years, include number of students in advising load, discuss work on local committees, include letters from committee chairs as to committee service, give details to explain service (internal/external), include documentation in the appropriate sections (per the guidelines).** If TC, be sure to show how meet degree qualifications (if using equivalences) – spell it on a sheet in that section.
- **Portfolios need to be well organized**, following the format selected with **tabs aligning with the required sections**. Tabs should also state the section name not just a number.

- Notebook content should be relevant and specific to required section. **Don't over stuff/overkill – use documentation required.** No padding (emails, letters to students, etc.)
- Have someone proof your work.
- External service / other **categories – check policy 2.5** for what to include.

System:

- Advise committees if finishing early to check out of rooms before coming in that morning.
- Explore posting portfolios electronically on a secure site on *thePoint* for the system committee to access/review prior to the April meeting and only meet one day in person.