

# KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM

## FACULTY HIRED IN FORMER UK PERSONNEL SYSTEM OR PRIOR TO 2004 IN A COMMUNITY COLLEGE

### GRANDFATHERED UNDER

### 2003-2004 FORMAT FOR PROMOTION REVIEW NOTEBOOK

#### **INSTRUCTIONS:**

Use this format to assemble your promotion review notebook. Use the same Roman numerals, letters, headings and sub-headings as listed.

Use a three-ring binder with tabs identifying the sections by Roman numerals to organize the materials in the order indicated by this format. Provide clear, legible copies of documents, and do not use plastic page protectors.

Information requested for the current and the past two years may be supplemented with significant activities and achievements from prior years. All listings should be in reverse chronological order.

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

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

II. **LETTERS OF EVALUATION** – Include letters from the following in the order indicated:

- A. President of the College
- B. Division Chair
- C. Local Promotion and Tenure Advisory Committee (with vote of the committee)
- D. Six (6) letters of evaluation addressed to the Community College President from tenured professional associates and colleagues at the college. Letters from each tenured faculty member in your division must be included even if this results in more than six (6) letters of evaluation being submitted. (Note: Librarians, counselors and all other tenured faculty within the Academic Support Division shall write letters for all faculty promotion candidates within that Division.)
- E. Optional – Other letters of recommendation from professional associates and colleagues, from inside and outside the college.

Note: All letters of recommendation and evaluation must be in Section II.

*[New language in Policy 2.6: The president/ceo of the college 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.)*

**III. SECOND AND FOURTH YEAR REVIEWS** – Provide copies of the Second and Fourth Year Progress Reviews toward tenure, if being considered for promotion to Associate Professor or Librarian II (with tenure).

**IV. VITA** – List and provide information in the order indicated:

**A. Personal Information**

Full Name

Current Rank

Rank Dates

Initial appointment to faculty (teaching, librarian, or counselor)

Assistant Professor Rank or Librarian III

If applicable, Associate Professor (with tenure) rank, or Librarian II (with tenure)

Teaching area(s) or Counselor or Librarian; if other, explain

**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.

Awards and Scholarships

List awards and scholarships received while in graduate school

**C. Experience**

List position, date, and institution for teaching, librarian, or counselor activities. List experience related to teaching, library, or counseling.

**V. DISTRIBUTION OF EFFORT AGREEMENT FORMS** – Provide one (1) copy of your Section 1, Performance Planning/Evaluation Summary for the current year, or Performance Planning/Evaluation Summary in conjunction with the Distribution of Effort Agreement form, and such for each of the past two years.

**VI. DESCRIPTION OF DISTRIBUTION OF EFFORT AGREEMENT ACTIVITIES** – The Section 1, Performance Planning/Evaluation Summary, or Performance Planning/ Evaluation Summary in conjunction with Distribution of Effort Agreement (DOEA), represents the assignment of activities for each academic year for teaching faculty, librarians, and counselors as agreed to by the teaching faculty member/librarian/counselor, the division chair, and the president. Teaching faculty, librarians, and counselors should add narrative statements, as they deem appropriate, to fully describe their activities in each area of the planning/summary form and DOEA.

A. Section-I: Instruction Activities

Provide a list of academic and/or developmental credit instruction activities (with a brief description), as reflected in Section 1, Performance Planning/Evaluation Summary for the current year, or Performance Planning/Evaluation Summary in conjunction with Distribution of Effort Agreement (DOEA)-Section I, for the current year and the past two years. Include a list of courses taught, and the credit hours per semester for each course.

Provide results (summaries only) of all systematic student evaluations of Credit Instruction for the current year and the past two years. (If summaries are not self-explanatory, provide an explanation of summary results.)

Provide a list of CEU credit instruction (occupational/professional development of personal/community development) activities with a brief description, as reflected in Section 1, Performance Planning/Evaluation Summary for the current year, or Performance Planning/Evaluation Summary in conjunction with on the DOEA, and such for the past two years. Include a list of courses taught and the CEU credit hours awarded for each course.

Provide results (summaries only) of all systematic student evaluations of CEU instruction for the current year and the past two years. (If summaries are not self-explanatory, provide an explanation of summary results.)

Provide a list and/or brief description of preparation, grading, and all course/ curriculum development activities, including academic, developmental, and CEU credit courses and curricula.

B. Section II: Student Guidance/Advising Instructional Activities

Provide a brief description of activities, as reflected in Section 1, Performance Planning/Evaluation Summary for the current year, or Performance Planning/Evaluation Summary in conjunction with on DOEA-Section II, and such for the past two years. Include activities pertaining to assigned advisees, unassigned advisees, and other related activities such as career related counseling, testing services, advising non-credit students, and other academic advising which is not included in the above groups.

Provide results (summaries only) of all systematic evaluations of Student Guidance/Advising Instructional Activities for the current year and the past two years. (If summaries are not self-explanatory, provide an explanation of summary results.)

C. Section III: Community Service Activities as Related to the Program of the College

Provide a list of public community service (external) activities with a brief description, as reflected in Section 1, Performance Planning/Evaluation Summary for the current year, or Performance Planning/Evaluation Summary in conjunction with on DOEA-Section III, and such for the past two (2) years.

List all academic community service (internal) activities as reflected in Section 1, Performance Planning/Evaluation Summary for the current year, or Performance Planning/Evaluation Summary in conjunction with on DOEA-Section III, and such for the past two years. Include appointed or elected activities for the college, the Community College System, KCTCS, and special assignments.

Provide results (summaries only) of all systematic evaluations for external and internal Community Service Activities for the current year and the past two years.

D. Section IV: Professional Development/Educational Leadership  
Professional Development

List professional development activities as reflected in Section 1, Performance Planning/Evaluation Summary for the current year, or Performance Planning/Evaluation Summary in conjunction with on DOE A-Section IV, and such for the past two years, including meetings/conferences of professional organizations and local workshops attended.

List professional organizations/associations for which you are a current member. List special roles/offices held and dates for those organizations/associations for the current year and the past two years.

List presented papers or chaired sessions at professional meetings. For papers presented, indicate dates and nature of responsibilities, titles of papers or names of sessions. (Enclose a copy, or an abstract, or papers in Appendix.)

List professional publications and dates authored or co-authored. (Enclose a copy, or an abstract, of each in Appendix.)

Provide a brief statement (maximum 1 page) summarizing personal efforts toward professional growth and improvement.

Provide results (summaries only) of all evaluations for Professional Development for the current year and the past two years.

Educational Leadership

Provide a list, along with a brief description, of activities as reflected in Section 1, Performance Planning/Evaluation Summary for the current year, or Performance Planning/Evaluation Summary in conjunction with on DOE A-Section IV, and such for the past two years; include college, division, program, area, discipline, or other administration.

Provide results (summaries only) of all systematic evaluations for Educational Leadership for the current year and the past two years.

- VII. **PHILOSOPHY** – Summarize personal philosophy concerning your work as a teaching faculty member, a librarian, or a counselor, and your approach to same.
- VIII. **OTHER INFORMATION** – Provide any other information which you believe might be of assistance to the committee in making a recommendation. (Examples: special awards such as Great Teacher, Who’s Who, or results of systematic Peer Evaluations.)
- IX. **TRANSCRIPTS OF ALL GRADUATE WORK** – Provide clear copies of official transcripts of all graduate work from each institution attended.

- X. **EVALUATIVE RATING/RANKING** – Provide one (1) copy of your Annual Faculty Performance Review Rating form for the current year and the past two years.

In this section, the community college president will supply a list with the number of faculty, including librarians and counselors, in each performance review category at the college for the current year and the past two years.

**APPENDIX** (optional)