

**CQI**  
**System Committee Promotion Review**  
**April 2013**

**Portfolios:**

- **In general, be sure to document (don't just list – speak to it, document it).**
  - Include participation information for the committees listed.
  - Example - If on a System Committee, ask the Chair to write a letter speaking to the work done by the committee/candidate.
- **Check administrative policy 2.5 to see what sections to place items in – if in doubt; organize the sections to follow the format selected.**
- **If have CEUs, committees like to see evaluations of such.**
- **Advising forms - verify if the college did not do them; put a college statement in that section.**
- **Advising – be sure to give # of advises assigned.**
- **Transcripts – clear copies of the original transcripts.**
- **Spell out acronyms.**
- **Don't pad.**
- **Portfolio tabs should be consistent with format sections.**
- **TC – representative samples of course syllabi are acceptable. (Example - don't give 6 semesters' worth of the same course – only give one.)**
- **Don't give phone numbers to call for more information; put needed information in the portfolio.**
- **If on a sabbatical during the review cycle, note that in the portfolio.**
- **If working in another assigned area in the college, request a letter of recommendation from that supervisor as well to include in the portfolio.**
- **PPEs for three years (current year and two previous years) are to be included in the notebook; it is best not to waive evaluation during the promotion review cycle.**

**Division Heads:**

- **If you are writing a division head letter of recommendation, be sure to include your title so that is clear.**

### College Staff/College Presidents:

- **Some documents are sideways. Still needs corrected at three colleges.**  
*[Suggestion - Adobe Acrobat X Pro or Nitro PDF can do that.]*
- TCs – put all the PPEs under one header (don't post each section separately – causes too many clicks to find/review)
- CCs – need subfolders (teaching and advising, etc. in sections that are too big).
- Local promotion committee sheet (vote/signature form/comments) – does have to be included in the portfolio.
- Summary Rating form – do for current year (early candidates – aggregate total per rating and for previous two years – aggregate total per rating).
- **No additional materials can be added to the portfolio once a decision has been issued by the college president. (Once a decision is rendered, the appeal process is the next step.)**

**(Non-substantive “clean ups” ONLY - recommended by the local committee - may be made prior to electronic posting for system committee review. For example, making a clearer copy of a transcript.)**

### System Staff:

**Put a line for the candidate's name on the TC review form.**