



Promotion Information Session

October 23, 2024
2:30pm

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Congratulations!

- Now it is time to start working on your portfolio!
- The deadline to submit your portfolio to your department head is **Friday, February 14, 2025.**
- Dossier requirements and detailed instructions can be found in the memo sent to all full-time faculty on Wednesday, September 18, 2024.
- These instructions are also posted on the Academic and Student Success website. From the Academic and Student Success webpage, navigate to “Faculty Resources” and then “Faculty Promotions.”

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Promotion to Associate Professor

- Must have completed at least four years of full-time service in rank as Assistant Professor at Community College of Philadelphia; that is, the earliest the portfolio can be submitted is during the fifth year employed full-time as an Assistant Professor at Community College of Philadelphia
- Must show contributions and resulting outcomes to the College in categories B, C and D. Providing information for E (Service to the Profession) is optional for promotion to Associate Professor



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Promotion to Full Professor

- Must demonstrate significant outcomes from leadership over a minimum of four years beyond the promotion to Associate Professor; that is, the earliest a candidate may apply is in the fifth year after serving full-time as an Associate Professor at Community College of Philadelphia
- Must show significant outcomes for leadership in categories B, C, D and E
- Must show significant contributions and resulting outcomes beyond the department
- Service to the Profession (E) is required for promotion to Full Professor

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Promotion Evaluation Criteria

A. Routine Responsibilities

- All 13 aspects must be addressed

B. Teaching Effectiveness, Support for Learning and Leadership

C. Service to Students

D. Contributions to the Life of the College

E. Service to the Profession

- Only required for Full Professor candidates

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Promotion Application Requirements

To be considered for promotion, faculty must include:

- An up-to-date curriculum vitae
- A Teaching/Advising/Counseling Philosophy
- Actual peer observation for the current calendar year, 2024, and for one year within the previous four calendar years (i.e., 2019–2023)
- Other evaluation criteria as defined in the current departmental evaluation plan
- Should only include contributions made since the date of the prior promotion or hiring (if hired as an Assistant Professor)

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A. Routine Responsibilities

- The faculty member must demonstrate active contribution to the effective operation of the College
- These are basic responsibilities of faculty and each item must be addressed
- Clearly illustrate in individual sections how you have met each responsibility
- If a responsibility does not apply to your role as a faculty member, be sure to note that



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B. Teaching Effectiveness, Support for Learning, and Leadership

Committee members commend the "Best Professor Ever" student feedback. However, they also look for how the faculty have taken the feedback from the student to improve their pedagogy and teaching effectiveness.

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B. Teaching Effectiveness, Support for Learning, and Leadership

- Results of the Student Evaluation of Faculty Teaching survey
- Results of departmental evaluations; and
- Results of another evaluative technique chosen by the candidate

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C. Service to Students

- Important to provide co-curricular and extra-curricular activities that enhance the student experience
- Faculty must demonstrate their commitment to students by creating, actively supporting, and participating in activities which enrich students' college experience beyond the primary role of the faculty member (e.g., beyond advising, tutoring, counseling, or classroom teaching)
- Always provide outcomes associated with activities.



Service to Students: Example

LESS EFFECTIVE (Only Lists Activity)	MOST EFFECTIVE (Lists Activity, Role, & Resulting Outcome)
<p>Served as the advisor to the Reader's & Writer's Club for four (4) years.</p>	<p>Served as the advisor to the Reader's & Writer's Club which produced five students who placed in the top three for creative essays/poems in the state of Pennsylvania. Moreover, the club started with eight core members and after three years, there were an average of 22 active members attending monthly meetings.</p>



D. Contributions to the Life of the College

- Faculty must demonstrate a commitment to the College mission, core values and goals while working collegially and collaboratively and providing leadership within the institution (e.g. College planning, Guided Pathways, accreditation, fundraising, enhancing the College's relationships)
- We recognize external contributions to the community via meaningful participation (e.g. community service, enhancing our reputation)
- Always provide outcomes associated with activities



D. Contributions to the Life of the College: Example

LESS EFFECTIVE (Only Lists Activity)	MOST EFFECTIVE (Lists Activity, Role, & Resulting Outcome)
Served on the Summer Bridge Committee	Served as the chair of the Summer Bridge Committee, which produced a proposal that was adopted by the College for implementation.



E. Service to the Profession

- We recognize contributions made to the profession
- How has your professional activities enhanced your teaching or provided opportunities for students?
- How have you shared your expertise with colleagues at the College?
- What plans do you have for continuing contributions to the field or discipline?
- Always provide outcomes associated with activities



E. Service to the Profession: Example

LESS EFFECTIVE (Only Lists Activity)	MOST EFFECTIVE (Lists Activity, Role, & Resulting Outcome)
Submitted article for publication in NACADA Journal.	Authored article featured in the NACADA Journal and was asked by the national board to present at the annual conference.



Tips for Putting Together Your Portfolio

- Clearly address each requirement in the narrative
- In addition to data, include information regarding impact of faculty member's work on students. Frame your narrative with the mindset of "I did xyz and it impacted students in the following ways."
- Remember to add a Table of Contents and Teaching/Advising/Counseling Philosophy before section A
- Do not assume the committee knows your work
- Check for formatting and spelling errors
- Dossier length does not equate to quality



Tips for Putting Together Your Portfolio

- Include evidence that is relevant; e.g. if you have written a book, front page and table of contents is adequate evidence. You do not have to include the entire book.
- RECOMMENDATION: Base document should not exceed 35-40pp; full portfolio should not exceed 100pp
- Format in Times New Roman or Arial 12-point font, one-inch margins, single-spaced



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Interfolio

- Streamlines the portfolio process
- Handles video, audio, and image files
- **FAR:** “Faculty Activity Reporting” – for “filing” your achievements
 - Imports publications
 - Imports classes taught in Banner
 - Can be used anytime
- **ePortfolio:** How you submit your portfolio for review
 - To get from FAR to ePortfolio, use the “vita” function

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Building and Submitting Your Portfolio

Tiffany Bell, Interfolio

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Interfolio

For assistance with creating or submitting your portfolio in Interfolio, please reach out to Kelvin Veale:

Kelvin Veale

Director of Academic Technology

kveale@ccp.edu

215-751-8485

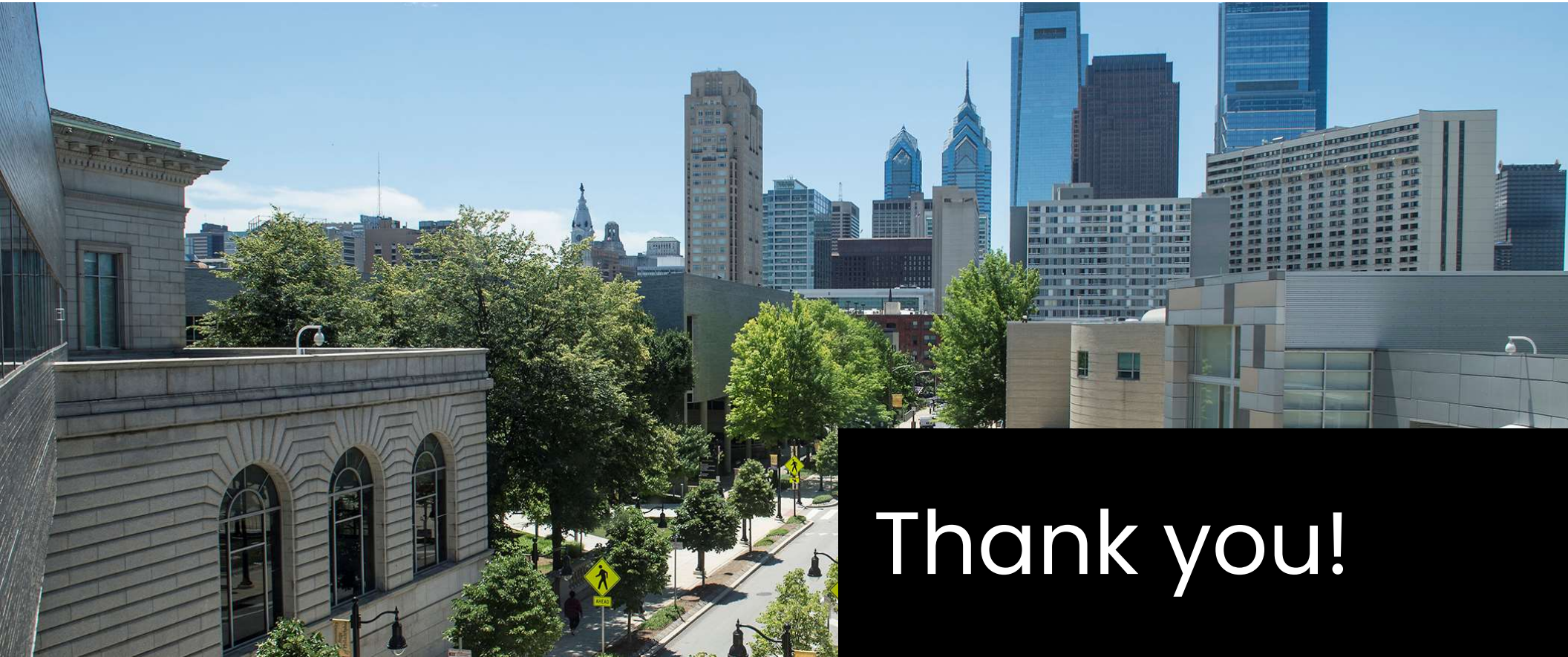
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Questions?

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Thank you!