



Promotion Information Session

October 24, 2023
2:00-3:30pm

Congratulations!

Now it is time to start working on your portfolio!

Deadline to your Department Head: **Friday,
February 16, 2024**

Dossier requirements and detailed instructions can be found in the email sent to all faculty on 10/11/2023 and posted at the [Academic & Student Success website](#)

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

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

Promotion Application Requirements

To be considered for promotion, faculty need to address the following:

- Must include an up-to-date curriculum vitae
- Must include a Teaching/Advising/Counseling Philosophy
- Must include actual peer observation for the current calendar year, 2023, and for one year within the previous four calendar years (i.e., 2018-2022)
- Must include 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)

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

Promotion Portfolio: Front Matter

- Cover Page
 - Name, Department, Program/Discipline, Year
- Table of Contents
 - Hyperlinked to Sections A through E and Addenda
- Curriculum Vitae
- Teaching/Advising/Counseling Philosophy
 - Why is this important?

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, note that

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

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.

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)

LESS EFFECTIVE (Only Lists Activity)	MOST EFFECTIVE (Lists Activity, Role, & Resulting Outcome)
Served as the advisor to the Reader's & Writer's Club for four (4) years.	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.

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

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

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 Promotion 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 Promotion 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.
- Portfolio narrative should not exceed 65 pages
- Format in Times New Roman or Arial 12-point font, one-inch margins, single-spaced

Preparing to Submit

- Acceptable Formatting
 - The dossier is one document, with the table of contents, narrative and the appendices merged in PDF format
 - Document links should navigate the reader to sections of the document, e.g., table of contents, a section in the narrative, or items in the appendix
 - Adobe Acrobat Pro will be provided to faculty members for a limited time to aid in this process, upon request
 - [Click here](#) to view instructions for adding hyperlinks to a PDF
- Submitting your Promotion Portfolios
 - All dossier considered for promotion should be submitted via Microsoft OneDrive by **Friday, February 16, 2024**
 - Faculty providing a dossier for promotion will have an online portfolio created for them via Microsoft OneDrive
 - [Click here](#) to view instructions for uploading and accessing your online portfolio via Microsoft OneDrive

Preparing to Submit

- Promotion Cover Signature document
 - You will complete a Promotion Cover Signature document. Give this to your department head after you have completed the first two sections and signed it (see below). The Department head will sign it and upload it to your promotion folder on OneDrive.

PROMOTION FOR FACULTY

Name of Candidate _____
Department _____
Name of Department Head _____
Current Rank of Candidate _____
Date Hired: _____ Rank at time of Hire _____
Dates of Previous Promotion(s) if applicable _____
Years in Current Rank: _____

PROMOTION

1. This is an Application for Promotion to: _____ Rank.
- 2a. Date that the candidate submitted written notification of his/her intention for promotion to the Department Head: _____.
- 2b. Date when dossier was received and reviewed by the Department Head:
_____.
- 2c. Date when the Department Head recommendation was reviewed by the candidate and forwarded: _____

SIGNATURES

_____ Candidate

Questions?