

## 2010-2011 PROMOTION DOSSIER DOCUMENTATION CHECKLIST

Applicant \_\_\_\_\_ Date \_\_\_\_\_

Date of first year in tenure track at ACCD \_\_\_\_\_

Date of last promotion in ACCD (if applicable) \_\_\_\_\_

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	Yes	No
<b>Class level documentation:</b>		
1.1 Up-to-date resume	_____	_____
1.2 Course approval forms	_____	_____
1.3 Official transcripts of credits earned since initial appointment or last promotion	_____	_____
1.4 ACCD Employment Contract from first year of full-time tenure-track appointment	_____	_____
1.5 Letter of Notification to chair/supervisor of intent to apply for promotion	_____	_____

**Tenure-track faculty evaluation documentation:**

2.1 Classroom Observations by chair/director/designee for each year (including current year) since initial appointment	_____	_____
2.2 Annual Report: Self Evaluations for each year (except current year) since initial appointment [see 2.5]	_____	_____
2.3 Peer Review Summaries for each year (except current year) since initial appointment [see 2.5]	_____	_____
2.4 Annual Performance Evaluations by chair/supervisor for each year (except current year) since initial appointment [see 2.5]	_____	_____
2.5 Dates by which evaluations will be completed for 2010-2011 academic year:	_____	_____
2.5A Annual Report: Self-Evaluation	_____	_____
2.5B Peer Review Summary	_____	_____
2.5C Annual Performance Evaluation by Chair/Director	_____	_____

**Explanation for missing documentation:**

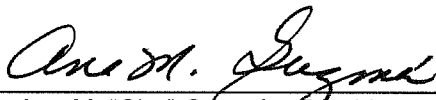
**Faculty member should indicate the number and reason for any evaluations which were not completed in the year they were due. Evaluations missing for reasons beyond a faculty member's control will be noted without prejudice to the tenure application.**

**Tenured faculty evaluation documentation:**

- 2.1 Classroom Observation by chair/supervisor/designee  
for year in which promotion is requested \_\_\_\_\_
  
- 2.2 Annual Report: Self Evaluation for each year since initial  
appointment or last promotion \_\_\_\_\_  
  
Date for 2010-2011 report to be completed \_\_\_\_\_
  
- 2.3 Peer Review Summary for Spring semester prior to the  
year in which promotion is requested \_\_\_\_\_
  
- 2.4 Annual Performance Evaluation by chair/supervisor  
for each year since initial appointment or last  
promotion \_\_\_\_\_  
  
Date for 2010-2011 report to be completed \_\_\_\_\_

**Explanation for missing documentation:**

Faculty member should indicate the number and reason for any evaluations which were not completed in the year they were due. Evaluations missing for reasons beyond a faculty member's control will be noted without prejudice to the tenure application.

  
\_\_\_\_\_  
Dr. Ana M. "Cha" Guzmán, President

8-5-10  
Date