

**PROMOTION DOSSIER
GENERIC TABLE OF CONTENTS
2010-2011**

A Table of Contents which follows this format should be the first page of the promotion dossier. While all materials should be organized in the suggested sequence, Parts II-IV should be tailored to the individual faculty member's activities and contributions. In Part I, faculty members should choose the documentation for either tenure-track or tenured faculty, but not both.

INTRODUCTION

- N.1 Department Promotion Criteria/Guidelines
- N.2 Promotion Dossier Documentation Checklist

[EITHER] PART I - DOCUMENTATION FOR TENURE-TRACK FACULTY

- I.1.1 Up-to-date resume
- I.1.2 Course approval forms
- I.1.3 Official transcripts of credits earned since initial appointment
- I.1.4 ACCD Employment Contract from first year of full-time tenure-track appointment
- I.1.5 Letter of Notification to chair/supervisor of intention to apply for promotion (dated on or before October 2)
- I.2.1 Classroom Observations by chair/supervisor/designee for each year (including current year) since initial appointment
- I.2.2 Annual Report: Self-Evaluations for each year (except current year) since initial appointment
- I.2.3 Peer Review Summaries for each year (except current year) since initial appointment
- I.2.4 Annual Performance Evaluations by chair/supervisor for each year (except current year) Since initial appointment

[OR] PART I - DOCUMENTATION FOR TENURED FACULTY

- I.1.1 Up-to-date resume
- I.1.2 Course approval forms
- I.1.3 Official transcripts of credits earned since initial appointment or last promotion
- I.1.4 ACCD Employment Contract from first year of full-time tenure-track appointment
- I.1.5 Letter of Notification from president of date of last promotion (if applicable)
- I.1.6 Letter of Notification to chair/supervisor of intention to apply for promotion (dated on or before October 2)
- I.2.1 Classroom Observation by chair/supervisor/designee for year in which promotion is requested
- I.2.2 Annual Report: Self-Evaluations for each year (except current year) since initial appointment or last promotion
- I.2.3 Peer Review Summary for the Spring semester prior to the year in which promotion is requested
- I.2.4 Annual Performance Evaluations by chair/supervisor for each year (except current year) since initial appointment or last promotion

PART II - TEACHING COMPETENCE

MATERIALS FACULTY MEMBER DEEMS RELEVANT MAY INCLUDE:

- II.1 Sample syllabi, assignments, final exams
- II.2 Summaries/analyses of student survey results
- II.3 Curriculum development projects
- II.4 Instructional improvement projects
- II.5 Instructional innovation/distance education projects
- II.6 Advising activities
- II.7 OTHER [any department/discipline-specific activities]

PART III - SERVICE

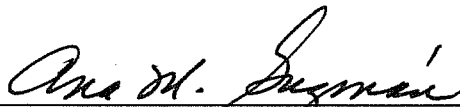
EVIDENCE OF SERVICE IN THE FOLLOWING AREAS MAY BE INCLUDED. REFER TO DEPARTMENTAL GUIDELINES FOR SPECIFIC REQUIREMENTS.

- III.1 Service to the discipline/department
- III.2 Service to the college/district
- III.3 Service to the community

PART IV - PROFESSIONAL GROWTH

EVIDENCE OF PROFESSIONAL GROWTH IN THE FOLLOWING AREAS MAY BE INCLUDED. REFER TO DEPARTMENTAL GUIDELINES FOR SPECIFIC REQUIREMENTS.

- IV.1 Conference and workshop attendance
- IV.2 Conference and workshop papers/presentations
- IV.3 Grant applications
- IV.4 Membership in professional organizations
- IV.5 Publications
- IV.6 Certifications
- IV.7 OTHER [any department/discipline specific activities]



Dr. Ana M. "Cha" Guzmán, President

8-5-10
Date