


PROCEDURE MANUAL

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		Last Revision Date: 12/15/14	
		Effective Date:	
Section	Faculty Rank and Promotion	Subject	Title Faculty Rank and Promotion

PURPOSE

Faculty Rank

The Chancellor/Chief Executive Officer will have authority to approve recommendations for faculty promotion-in-rank. Any exceptions to the institution’s approved rank and promotion policy would require LCTCS Board approval. Rules of the LCTCS Board are adhered to in all promotion-in-rank. Promotions approved during one academic year will become effective at the beginning of the contract for the next academic year. All recommendations for promotion are the result of the evaluation and selection process, specific guidelines contained in this document, limitation on assignments of ranks, and within the funds allocated for promotion.

Procedures and Specific Information

- I. **Purpose** - The purpose of promotion-in-rank is to provide eligible faculty with academic rank as an acknowledgment for exceptional teaching and service to the college and community.
- II. **Scope and Applicability** - This policy and procedures document applies to all full-time faculty. It does not apply to faculty who are employed on limited appointments or adjunct faculty members.
- III. **Specific Guidelines** - Academic administrators may earn rank as members of an academic discipline by following the eligibility requirements delineated below. Prior to the beginning of the promotion process, the college may establish and announce a maximum number of promotions that will be granted during an academic year based on allocated funding and available rank positions.

IV. Eligibility Requirements

Minimum Educational and/or Professional Qualifications for Academic Track

- A. Promotion to the rank of Assistant Professor, Associate Professor and Professor is awarded for substantial achievement in the areas of classroom teaching, advising, professional growth, and service to the college and community. To be eligible for promotion, a Faculty member must have completed a minimum of three years (six semesters, not including summer) of continuous service in existing rank at Louisiana Delta Community College and/or another institution under the management of the LCTCS Board.
- B. Faculty must demonstrate minimum criteria to be eligible for promotion in rank. Promotion must be sequential in each rank.

- C. The minimum educational and professional qualifications for promotion to Assistant Professor, Associate Professor, or Professor are as follows:
- a. Instructor to Assistant Professor
 - Hold a Master's Degree with at least 18 graduate semester hours in the discipline taught.
 - Complete three years of college teaching experience at the instructor rank.
 - Give evidence of competence as a college instructor.
 - Provide evidence of service on one or more College committees.
 - Demonstrate positive involvement in professional and community activities.
 - b. Assistant Professor to Associate Professor
 - Hold a Master's Degree with at least 18 graduate semester hours in the discipline taught.
 - Complete seven years of college teaching experience, three of which must have been at the Assistant Professor level.
 - Give evidence of the capacity to teach at a consistently above satisfactory level.
 - Give evidence of superior service in such areas as scholarship, leadership in a professional organization and community activities.
 - c. Associate Professor to Professor
 - Hold an earned Doctorate or terminal degree in his/her teaching field or area related to primary responsibility.
 - Complete eleven years of college teaching experience, three of which must have been at the Associate Professor level.
 - Demonstrate ability to work constructively with the junior members of the faculty and to assume a leadership role in the work of the College.
 - Give evidence of meritorious service to the College beyond those duties directly associated with classroom instruction.
 - Give evidence of outstanding service in such areas as scholarship, leadership in professional organizations and community activities.
 - Must demonstrate significant scholarly activity through publications, grant funding, or contributions to the discipline.

An application for promotion may be submitted at the beginning of the fourth year of employment in one's present rank, in accordance with the established timeline for submitting applications.

Minimum Educational and/or Professional Qualifications for Technical Track

- A. Promotion to the rank of Assistant Master Instructor, Associate Master Instructor, or Master Instructor is awarded for substantial achievement in the areas of classroom teaching, advising, professional growth, and service to the college and community. To be eligible for promotion, a Faculty member must have completed a minimum of three years (six semesters, not including summer) of continuous service in existing rank at Louisiana Delta Community College and/or another institution under the management of the LCTCS Board.
- B. Faculty must demonstrate minimum criteria to be eligible for promotion in rank. Promotion must be sequential in each rank.
- C. The minimum educational and professional qualifications for promotion to Assistant Master Instructor, Associate Master Instructor, or Master Instructor are as follows:

- a. Instructor to Assistant Master Instructor
 - Hold an Associate’s Degree or its equivalent
 - Complete three years of college teaching experience at the Instructor rank.
 - Possess additional professional credentials that are acceptable to the Peer-Review Committee.
 - Give evidence of competence as a college instructor.
- b. Assistant Master Instructor to Associate Master Instructor
 - Hold a Bachelor’s Degree or its equivalent
 - Complete seven years of college teaching experience, three of which must have been at the Assistant Master Instructor level.
 - Possess advanced professional credentials that are acceptable to the Peer Review Committee.
 - Give evidence of competence as a college instructor.
- c. Associate Master Instructor to Master Instructor
 - Hold a Master’s Degree or its equivalent
 - Complete eleven years of college teaching experience, three of which must have been at the Associate Master Instructor level.
 - Possess exemplary credentials that are acceptable to the Peer Review Committee.
 - Give evidence of competence as a college instructor.

An application for promotion may be submitted at the beginning of the fourth year of employment in one’s present rank, in accordance with the established timeline for submitting applications.

V. Minimum Annual Evaluation Eligibility

To be eligible for promotion, a Faculty member must have earned “Meets Expectation” (2.50 – 3.49) or above on his/her Annual Evaluation for the last three consecutive years.

VI. Petitioning for Recognition of Exemplary Credentials to Waive Degree Requirements for Professor

Those applicants with a minimum of an earned master’s degree may petition to waive credentials. Some outstanding achievements may be recognized as significant enough to waive the requirement for the doctorate degree. Some examples include the following: authoring a book within one’s academic discipline which is recognized outside the internal College environment, exhibiting or performing works of art at the regional level or beyond, or being recognized for continuous outstanding participation and active service in professional educational organizations at the regional level or beyond. Neither outstanding service to the College nor longevity at the College will be considered as achievements meriting a waiver of the doctorate. The Promotion-in-Rank Appeals Committee will consider all recommendations for waiver of the doctorate.

VII. Point System and Criteria for Promotion

A. Point System

The purpose of the Promotion Committee is to recommend Faculty for promotions. To be eligible, applicants must earn a minimum number of points awarded by the Promotion Committee. Applicants are awarded points based upon documentation of their accomplishments and achievements. The points must be earned since the last date of

application for most recently attained promotion (or date of hiring) or within the last eight years of LDCC employment (with the current year being considered as the eighth year), whichever is more recent. There shall be no time limit on points that may be earned on parts 3, 4 and 7.

Instructor to Assistant Professor: minimum of 75 points
Assistant Professor to Associate Professor: minimum of 80 points
Associate Professor to Professor: minimum of 85 points

Instructor to Assistant Master Instructor: minimum of 75 points
Assistant Master Instructor to Associate Master Instructor: minimum of 80 points
Associate Master Instructor to Master Instructor: minimum of 85 points

B. Criteria for Evaluation of Achievements

Faculty members applying for promotion-in-rank will be evaluated on performance and accomplishments as described in this document. Documentation is required for all stated activities.

Seven performance categories carry a range of points to be awarded. Parts are mutually exclusive of each other. Once an activity has been listed in one part, it may not be listed in any other part.

The following is a description of the seven categories in which candidates will be evaluated:

Parts 1, 2, 3: Documented Performance Ability (0-65 Points as Determined by Promotion Committee)

1. Supervisor's Performance Evaluation (0-45 points)

- a. Supervisor's performance evaluation (last three years) is based on observation of classroom performance. Using documented observation of teaching skill (Section A.1 of the Annual Faculty Evaluation Form), the applicant may receive a maximum of 10 points for each of three years. Written explanation of missing observations must be provided.

4.50 – 5.00	10 points per year
3.50 – 4.49	8 points per year
2.50 – 3.49	6 points per year
1.50 – 2.49	2 points per year
Less than 1.50	0 points per year

- b. Supervisor's performance evaluation (last three years) based on evaluation of Institutional Service (Section B.1 of the Annual Faculty Evaluation Form). This assessment shall be based on the extent to which the applicant performs the responsibilities of his/her job **outside the classroom**. Using an evaluation completed by his/her immediate supervisor, the applicant may earn a maximum of 5 points for each of the three years.

5 5 points per year

4	4 points per year
3	3 points per year
2	2 points per year
1	1 point per year
N/A	0 points per year

2. Student's Evaluations (0-12 points)

The Academic Supervisors will submit a summary of student evaluations for the last three consecutive years, including the current year. The applicant may receive a maximum of 4 points for each of the three years.

4.50 – 5.00	4 points per year
3.50 – 4.49	3 points per year
2.50 – 3.49	2 points per year
1.50 – 2.49	1 point per year
Less than 1.50	0 points per year

Applicants eligible for rank who are in non-teaching positions will not be required to submit student evaluations. In lieu of these points, they may earn points by demonstration of documented exceptional performance in assisting students as evaluated by their immediate supervisor.

3. Discretionary Points (0-8 points as evaluated by the Promotion Committee)

The applicant may receive additional points up to a maximum of 8 points based on the applicant's narrative description of special honors, awards and/or recognition for outstanding performance in teaching or in an area of responsibility for non-teaching applicants. Points may be earned by the development of new courses, by demonstrating innovative teaching techniques and by serving as a mentor for other Faculty. Non-teaching Faculty may earn discretionary points by demonstrating excellence in their primary area of responsibility (library, counseling and administration). These points are voted upon by members of the Promotion Committee, based upon the documentation provided by the applicant. The total number of points awarded may not exceed 8 points (for all years combined). No time restriction on points earned in this category will be imposed.

4. Continuing Academic and Professional Development (0-10 points as evaluated by the Promotion Committee)

This section requires an evaluation of the continuing academic and professional development of the applicant. Points may be earned in Part 4, since the last date of application for most recently attained promotion (or date of hiring). None of the points accumulated in this section may be used for more than one promotion. This section is not to be used as an evaluation of the existing academic credentials of the applicant. Each statement of the attendance or work must be accompanied by documentation.

- a. Study at the graduate/undergraduate level in one's discipline or related area as determined by the Promotion Committee. Each credit hour is valued at two points.

All coursework since the applicant's last promotion, or hiring, may be included. (Transcripts must be included to verify.)

- b. Other study such as workshops and seminars in the discipline area or areas related to primary responsibility completed since the applicant's last promotion or in the last eight years, whichever is most recent. Workshops or seminars are defined as half-day or whole-day (or longer) educational activities focused on providing new information on one particular subject. Each appropriate workshop or seminar will be valued at one-half point for each half-day (3-4 hours of attendance). This does not include attendance at what is referred to as breakout sessions at a conference, since points for attendance at conferences may be obtained in the section on Professional Development.
 - c. Work in industry applying technical skills in business/industry in area related to primary responsibility and completed since the applicant's last promotion or within the last eight years, whichever is most recent. Fifty hours' work experience at a level equal to or higher than primary responsibility is valued at one point. Teaching at other institutions is specifically excluded.
 - d. Participation in staff development activities at Louisiana Delta Community College completed since the applicant's last promotion or within the last eight years, whichever is most recent. Each hour of attendance at an organized staff development activity will be valued at one-eighth point. Staff development activities **do not** include activities that are part of the faculty member's routine responsibilities or for which the faculty member is paid (class release or overload).
5. Service to the College and Community– Other than Designated Primary Teaching Responsibilities (0-10 points as evaluated by Promotion Committee)

Each activity in this category will carry variable points as indicated below and must be completed since the last date of application for most recently attained promotion (or date of hiring) or within the last eight years (with the current year being considered as the eighth year), whichever is more recent.

- a. Committee assignments. Service as an active member (1 point departmental committee; 2 points College) or as an officer (2 points departmental; 3 points College.) Committee work excludes routine responsibilities of Faculty (such as exam development and grading). Documentation of committee work must include official minutes to verify attendance and active participation. NOT PER YEAR
- b. Faculty Council service (2 point active member; 3 points officer). Documentation of Council service must include official minutes to verify attendance and active participation. NOT PER YEAR
- c. Distinguished service to a campus organization (maximum of 6 points as determined by the Dean of Student Services).
- d. Writing of grants, including mini-grants for College programs not completed on released time (3 points per grant) Implementation of grants, including mini-grants for College programs not completed on released time (2 points per grant). NOT PER YEAR
- e. Research study designed and completed for College use at any level, not completed on released time (3 points each).
- f. Publication (book, manual) used solely by the College (3 points each).
- g. Participation in documented student recruitment activity on faculty's own time (1 point per activity).
- h. Presenter at workshops/seminars at the College (1 point per hour of presentation).

- i. Service to a civic or philanthropic organization in which one officially represents Delta (1 point each organization).
 - j. Service to the community as a representative of Delta through presentations, critiques, judging, demonstrations and exhibitions (1 point each service).
 - k. Service on advisory, steering or selection committee for an academic program of Delta (1 point per committee).
 - l. Service to the College as a volunteer. (1/8 point per hour).
6. Professional Development Outside Louisiana Delta Community College. Professional development, limited to activities within one's discipline or within the educational arena, not including community service activities or personal activities. (0-5 points as evaluated by Promotion Committee)

Points may be earned in this part for activities since the most recently attained promotion (or date of hiring) or within the last eight years (with the current year being considered as the eighth year), whichever is more recent.

- a. Service as an officer in a state, regional, or national professional organization (2 points for each service, not per year).
 - b. Service on the editorial staff of a state, regional, or national professional journal (1 point for each state service, 2 points for each regional service, 3 points for each national service, not per year).
 - c. Service on a committee of a state, regional, or national professional organization (2 points for each service, not per year).
 - d. Attendance at a state, regional, or national conference of professional organizations (1 point for each day of attendance; maximum of 3 points).
 - e. Active member in honor societies or professional organizations (1 point for each organization, not per year).
7. Work of Significance to Profession – Area Related to Primary Responsibility (0-5 points as evaluated by Promotion Committee) Points that may be earned in this part have no time limit but may be used toward only one application for promotion.
- a. Book published by recognized professional group or educational publishing company, financed by an entity other than the individual or Louisiana Delta Community College (5 points each).
 - b. Professional articles published at the national or regional level (3 points each).
 - c. Creative works performed or accepted at juried competitions and invitational exhibits at the state, regional or national level (1 point for each state competition or exhibit, 2 points for each regional competition or exhibit, 3 points for each national competition or exhibit).
 - d. Presentation given at seminars, conventions or conferences at the state, regional or national level (1 point for each state presentation, 2 points for each regional presentation, 3 points for each national presentation).
 - e. Research studies designed and completed for use outside the College (3 points each).
8. General (0-5 points as evaluated by Promotion Committee)
If allocation of points within Part 6 or 7 has been exceeded, the applicant may request up to 5 excess points in this section. If applicant can show completion of activities, Promotion Committee members may award additional points in this category.

VIII. Composition of Committees

A. Promotion Committee

Serving on the Promotion Committee is a faculty responsibility. Permission not to serve on a committee may be granted by the Vice Chancellor of Academic Affairs upon presentation of extraordinary circumstances that would warrant an exception to this policy. To be eligible to serve on the Committee, a faculty member must meet the following criteria:

1. Be employed as a full-time faculty member (not limited appointment);
2. Hold rank of Assistant Professor or Assistant Master Instructor or higher and have been employed full-time at Louisiana Delta Community College for at least three years;
3. Not be an applicant for promotion during the academic year in which he/she serves on the Committee.

B. The Promotion Committee will be composed of the Vice Chancellor of Academic Affairs and five faculty members to be assigned by the Chancellor. The Vice Chancellor will have an ex-officio role and will serve as a resource to the committee regarding the implementation, interpretation, and consistent application of the policy. If the Vice Chancellor is a candidate for promotion, the Chancellor shall appoint a senior member of the faculty to serve in this position. All members of the Promotion Committee will be required to attend an in-service workshop presented by the Vice Chancellor of Academic Affairs on the process for evaluation of promotion application. The Vice Chancellor will call the first meeting of the Promotion Committee at which time the chair of the committee will be elected.

C. Promotion Appeals Committee members will be full-time faculty who have not served on the Promotion Committee during that academic year (if possible). The committee should be composed of at least four faculty who meet the following criteria:

1. Be employed as a full-time faculty member (not limited appointment);
2. Hold rank of Assistant Professor or Assistant Master Instructor or higher and have been employed full-time at Louisiana Delta Community College for at least three years;
3. Not be an applicant for promotion during the academic year in which he/she serves on the Committee.

IX. Composition of Faculty with Rank

At least fifty percent of full time faculty should hold the rank of Instructor and/or Assistant Professor. No more than thirty-five percent of full time faculty should hold the rank of Associate Professor. No more than fifteen percent of full time faculty should hold the rank of Professor.

PROMOTION PROCEDURE

1. Applicant's Verification of Eligibility by the Vice Chancellor of Academic Affairs

Faculty members who apply for promotion must complete and submit an application to the Vice Chancellor of Academic Affairs. Copies of transcripts with degrees conferred, annual evaluation

scores for the past three years and verification of the last date of application for most recently attained promotion (or date of hiring) must be attached. Documentation may be obtained from personnel file located in Human Resources. The Vice Chancellor of Academic Affairs is responsible for guaranteeing eligibility for promotion. After approval of this document by the Vice Chancellor, candidates for promotion will be notified.

2. Eligible applicants are responsible for the following:

- 1) completing the application
- 2) collecting documentation
- 3) submitting the application and all supporting documentation to the Vice Chancellor.

Those applicants requesting a waiver of the doctorate must include in the application packet a letter of explanation stating the justification and must include all supporting documentation. The letter then will be considered by the Promotion Appeals Committee.

The Vice Chancellor of Academic Affairs is responsible for ensuring that the supporting documentation has been included with the application and submitted to the Promotion Committee.

3. Promotion Committee

Applications with supporting documentation from all faculty seeking promotion (including those asking a waiver of the doctorate) will be submitted to the Promotion Committee. Applications are confidential.

The Promotion Committee may recommend for removal from consideration any application not meeting the eligibility requirements.

Final evaluation in the Promotion Committee will take place only after each Promotion Committee member has reviewed the supporting documentation of each applicant using the criteria and appropriate point allocation. A final score for each part will be obtained by consensus of the scores assigned by committee members and tabulated by the Promotion Committee chair.

The total score obtained by using this system will serve to determine a faculty member's eligibility for promotion and priority ranking. The priority rank will be used to determine promotion-in-rank when there are more applicants than there are available positions. Each applicant must be assigned a discrete priority ranking. The Promotion Committee must break any ties that exist in priority ranking. Seniority at LDCC and Academic Supervisor recommendations based on total annual evaluation scores will be used to break any existing ties in priority ranking.

The Promotion Committee chair will complete the priority ranking of each applicant within each academic rank (in descending order of points awarded). This form will be sent forward, along with the applications of those recommended for promotion, to the Vice Chancellor of Academic Affairs.

The Promotion Committee's ranking worksheet(s) will be signed by the Promotion Committee Chair and placed on file in the Vice Chancellor of Academic Affairs' office and the Office of Human Resources. After notification of promotion, summarization of these forms will be made accessible for review by the applicant for a period of at least one year.

The Vice Chancellor of Academic Affairs will prepare letters to notify applicants not recommended for promotion. The letters will contain recommendations for strengthening the application in the future. The Vice Chancellor will hand deliver the letters to applicants informing them that they have not been recommended for promotion.

The petition to waive the doctorate is automatically considered an appeal. If the applicant earns the required 85 points, the application and letter of request from the applicant stating justification for waiving the doctorate are sent to the Promotion Appeals Committee for consideration.

4. Promotion Appeals Committee

An applicant not recommended for promotion by the Promotion Committee may send a written appeal to the Promotion Appeals Committee. The Promotion Appeals Committee may 1) uphold the decision of the Promotion Committee, or 2) reconsider the decision of that committee. The Promotion Appeals Committee will then examine all information they deem relevant and decide whether additional points should be granted. Based on its decision, the Promotion Appeals Committee will recalculate the points. The appellant will be notified in writing of the committee's decision.

The Promotion Committee will receive the ruling on any appeals from the Promotion Appeals Committee before beginning its final deliberation. The Promotion Committee must break any priority ranking ties that exist due to the ruling of the Promotion Appeals Committee. Seniority at LDCC and Academic Supervisor recommendations based on total annual evaluation scores will be used to break any existing ties in priority ranking. The Promotion Committee chair will complete the priority ranking of each applicant within each academic rank (in descending order of points awarded).

The Promotion Committee submits the priority listing by rank to the Vice Chancellor of Academic Affairs, who makes recommendations to the Chancellor.

The Promotion Committee's final ranking worksheet(s), which will list recommended candidates for promotion-in-rank within each academic rank, will be signed by the Promotion Committee Chair and filed in the Office of the Vice Chancellor of Academic Affairs. The ranking will be made available for review upon request by applicants for a period of one year after the promotion recommendations are acted on by the Chancellor and applicants have been notified.

5. Vice Chancellor of Academic Affairs

In this process, the primary role of the Vice Chancellor of Academic Affairs is to ensure that guidelines for awarding points have been followed and that the Promotion Committee has evaluated the applications consistently. In situations in which he/she concludes that the guidelines have not been followed or that inconsistencies exist, he/she will immediately return the promotion packet to the Promotion Committee and request that the committee conduct a new review of the applications affected by their decision.

6. Chancellor

Awarding of promotion-in-rank will be determined on the basis of points awarded by the Promotion Committee and is subject to the availability of funds, rank positions and approval of the Chancellor.

The Chancellor makes the final decision regarding all recommendations for promotion. The Chancellor sends the list of faculty receiving promotions-in-rank to the Department of Human Resources.

7. Department of Human Resources

The Department of Human Resources will mail letters of promotion to each applicant receiving a promotion-in-rank.

VERIFICATION OF ELIGIBILITY FOR PROMOTION
PART A OF APPLICATION

Applicant's Name _____

Division _____ Date _____

MINIMUM TIME-IN-RANK ELIBILITY REQUIREMENT

Present Rank _____

Exact Date of Last Promotion (or Hiring) at LDCC _____

MINIMUM ANNUAL EVALUATION ELIGIBILITY REQUIREMENT

To be eligible for promotion, a Faculty member must have earned "Meets Expectations" (2.50-3.49) or above on his/her Annual Evaluation for the last three consecutive years.

Year 1 _____ Year 2 _____ Year 3 _____

PROFESSIONAL PREPARATION ELIGIBILITY REQUIREMENT

Teaching Discipline _____

Highest Degree _____

Academic areas only:

Number of Graduate Semester Hours in Discipline _____

Are you applying for a waiver of the Doctorate for promotion to the rank of Professor?

_____ Yes _____ No

Signature of Applicant

Date

The applicant meets the minimum Time-in-Rank and Professional Preparation Eligibility requirements.

_____ Yes _____ No _____ Applying for Waiver of Doctorate

Signature of Academic Supervisor

Date

Promotion-In-Rank Form				
Documented Performance Ability (0 - 65 Points)				
Supervisor's Performance Evaluation of Classroom Instruction (0 - 45 Points)				
V.B.1.a. Classroom Observation Summary (0 - 30 Points) <i>(Based on Supervisor's performance evaluation. Section A.1. on the Annual Faculty Evaluation Form)</i>				
	4.50 – 5.00	10 points per year		
	3.50 – 4.49	8 points per year		
	2.50 – 3.49	6 points per year		
	1.50 – 2.49	2 points per year		
	Less than 1.50	0 points per year		
	Year	Rating	Points	
Current Academic Year (3rd Year)				
Last Academic Year (2nd year)				
Academic Year Before Last (1st Year)				
Total of V.B.1.a. Classroom Observation Summary - Not to exceed 30 Points				
V.B.1.b. Supervisor's Performance Evaluation of Institutional Service (0 - 15 Points) <i>(Based on Evaluation of Institutional Service. Section B.1. on the Annual Faculty Evaluation Form)</i>				
	5	5 Points		
	4	4 Points		
	3	3 Points		
	2	2 Points		
	1	1 Point		
	N/A	0 Points		
	Year	Rating	Points	
Current Academic Year (3rd Year)				
Last Academic Year (2nd year)				
Academic Year Before Last (1st Year)				
Total of V.B.1.b. Evaluation Institutional Service Summary - Not to exceed 15 Points				
V.B.2. Student Evaluation (0 - 12 Points) <i>(Based on summary reports of student evaluations. A.2. on the Annual Faculty Evaluation Form)</i>				
	4.50 – 5.00	4 points per year		
	3.50 – 4.49	3 points per year		
	2.50 – 3.49	2 points per year		
	1.50 – 2.49	1 points per year		
	Less than 1.50	0 points per year		
	Year	Rating	Points	
Current Academic Year (3rd Year)				

Last Academic Year (2nd year)				
Academic Year Before Last (1st Year)				
Total of V.B.2. Student Performance Evaluation - Not to exceed 12 Points				
V.B.3. Discretionary Points (0 - 8 Points as evaluated by the Promotion Committee)				
<i>(Based on the applicant's narrative description of special honors, awards and/or recognition for outstanding performance in teaching or area of responsibility.)</i>				
Total Additional points - Not to exceed 8 Points				
				Total Points
Total of Documented Performance Ability - Not to exceed 65 Points				
V.B.4. Continuing Academic & Professional Development (0 - 10 Points as evaluated by the Promotion Committee)				
				Points
a. Study at the graduate/undergraduate level (Each credit hour = 2 points)				
b. Workshop/seminars in discipline area (Half day = 1/2 point)				
c. Work in industry applying technical skills (50 hours = 1 point)				
d. Staff development at Delta (1 hour = 1/8 point)				
Total of V.B.4. Continuing Academic & Performance Ability - Not to exceed 10 Points				
V.B.5. Service to the College & Community - Other than Designated Primary Teaching Responsibilities (0 - 10 Points as evaluated by Promotion Committee)				
				Points
a. Committee assignments (Active member of department committee = 1 point; College committee = 2 points; Officer of department committee = 2 points; Officer of college committee = 3 points)				
b. Faculty Council service (active member = 2 points; Officer = 3 points)				
c. Distinguished service to campus organization (maximum of 6 points as verified by Dean of Student Services)				
d. Writing grant(s), including mini-grant (3 points per grant); Implementation of grant(s) (2 points per grant) NOT PER YEAR ; NOT ON RELEASE TIME				
e. Research study for College (3 points each) NOT ON RELEASE TIME				
f. Publication (book, manual) used solely by College (3 points each)				
g. Participation in student recruitment activity on own time (1 point per activity)				
h. Presenter at workshops/seminars at College level (1 points per hour of presentation)				
i. Service to civic/philanthropic organization representing Delta (1 point each)				
j. Service to community representing Delta as a presenter, judge, exhibition (1 point each)				
k. Service on an advisory, steering or selection committee at the College (1 point each)				
l. Service to College as a volunteer (1/8 point per hour)				
Total of V.B.5 Service to the College & Community - Not to exceed 10 Points				
V.B.6. Professional Development Outside Delta Community College				
Professional development, limited to activities within one's discipline or within the educational arena, not including community service activities or personal activities.				
(0 - 5 Points as evaluated by Promotion Committee)				

	Points	
a. Officer in state, regional or national professional organization (2 points per service) NOT PER YEAR		
b. Editorial staff of state, regional, or national professional organization (1 point per state service, 2 points per regional service, 3 points per national service) NOT PER YEAR		
c. Service on a committee of state, regional or national professional organization (2 points per service) NOT PER YEAR		
d. Attendance at state, regional or national conference of professional organization (1 point per day of attendance, maximum of 3 points) NOT PER YEAR		
e. Active member in honor societies or professional organizations (1 point per organization) NOT PER YEAR		
Total of V.B.6. Professional Development Outside Delta - Not to exceed 5 points		
V.B.7. Work of Significance to Profession - Area Related to Primary Responsibility (0 - 5 Points as evaluated by Promotion Committee)		
	Points	
a. Book published (5 points each)		
b. Professional articles published at the national or regional level (3 points each)		
c. Creative works performed or accepted by juried completion (1 point each state, 2 points each regional, 3 points each national)		
d. Competitive presentations given at state, regional or national level (1 point each state presentation, 2 points each regional presentation, 3 points each national presentation)		
e. Research studies designed and completed for use outside the college (3 points each)		
Total of V.B.7. Work of Significance to Profession - Not to exceed 5 points		
V.B.8. General (0 - 5 Points as evaluated by Promotion Committee) (Based on exceeded allotment of points in Sections V.B.6. or V.B.7.)		
	Points	
Total of V.B.8. General - Not to exceed 5 points		
Grand Total (100 Points possible)		

TIMELINE

July 1	Last day to submit application to the Peer Review Committee
Week prior to the beginning of the fall semester	Selection of members to serve on the Committees
September 15 th	Last day to submit portfolios to the Peer Review Committee
January 1 st	Last day for the Peer Review Committee to make initial decisions on promotion candidates
February 15 th	Last day for Promotion Appeals Committee to make any appeal recommendations to the Peer Review Committee
March 15 th	Last day for Peer Review Committee to make its final decisions regarding

	promotion candidate appeals
April 15 th	Last day for Peer Review Committee to submit final recommendations to Chancellor
May 15 th	Chancellor makes decision regarding the Peer Review Committee's recommendations for promotion