

Kettering College
Promotion in Rank: To Associate Professor

Applicant: _____

Evaluation Completed By: _____

Date: _____

Potential applicants must first fill out a data sheet of intention and send to the Chair of the Promotions Committee. The applicant must then make an appointment and meet with the Dean of Academic Affairs for determination for eligibility for promotion. The dean will then inform the Promotion Committee chair regarding the applicant's eligibility for promotion. If the applicant is not eligible, the promotion process cannot move forward.

There are six areas of criteria for promotion which include:

- Experience and Educational Background
- Teaching
- Student Development
- Assessment and Evaluation
- Scholarship and Professional Growth
- Service

ITEMS IN THE PORTFOLIO SHOULD BE SUBMITTED IN HARD COPY FORM AND ARRANGED AND ORGANIZED IN THE FOLLOWING ORDER:

Minimum Criteria for promotion To Associate Professor:	Meets Expectations	Comments
Experience and Educational Background		
Introductory Section <ul style="list-style-type: none"> • Table of Contents • Data Sheet <ol style="list-style-type: none"> a. Name b. Current rank c. Years at present rank d. Years of teaching e Type of contract, e.g. clinical coordinator, library faculty, academic support coordinator, teaching faculty • Curriculum Vitae 		
1. A minimum of four years held at the Assistant Professor rank at the time of promotion application.		
2. A master's degree with ten years of full-time college teaching OR A doctorate degree with five years of full-time college teaching. <ul style="list-style-type: none"> • Clinical educator/preceptor experience will be considered: for every four years of documented fulltime clinical educator/preceptor experience, one year of fulltime teaching experience may be awarded up to a maximum of 4 years. Documentation of clinical educator/preceptor experience should be presented at hiring and included in the applicant's promotion portfolio. 		
3. The faculty member must be performing satisfactorily as indicated by Kettering College Faculty Development Plan and must have been formally evaluated in the previous evaluation period. <ul style="list-style-type: none"> • As documented in a letter of confirmation from applicant's administrator. (This letter should be submitted directly to the Promotions Committee chair.) 		
Teaching		
1. Documented demonstration of the design, implementation, and assessment of learning facilitation. <ul style="list-style-type: none"> • A statement of applicant's personal philosophy of teaching *Definition of Teaching:		

Minimum Criteria for promotion To Associate Professor:	Meets Expectations	Comments
<p>Teaching is the design, implementation and assessment of learner-centered experiences that promote lifelong learning in students.</p> <ul style="list-style-type: none"> • Samples (copies) of items that best exemplify teaching/learning facilitation performance and outcomes (learning experiences, learning activities, homework assignments etc. developed by applicant • Documentation of completion of official Peer Review of teaching process by a college approved reviewer • Teaching awards & recognition 		
Student Development		
<ol style="list-style-type: none"> 1. Self-assessment of relationships with students 2. Letter from peer that addresses: Relationship with students (Peer should have at least the same rank as the applicant for promotion—Assistant Professor or higher.) 		
Assessment and Evaluation		
<ol style="list-style-type: none"> 1. Documented demonstration of assessment and evaluation tools to assess/evaluate student learning (tests, paper, discussion rubrics, and/or other creative assessment/evaluation methods. 2. Results of course evaluations by students 3. Self-assessment of teaching performance that includes addressing areas on course evaluations that do not have consistently high scores and/or peer evaluation suggestions for improvement 		
Scholarship and Professional Growth		
<i>Scholarship</i>		
<ol style="list-style-type: none"> 1. Evidence of active engagement in scholarship of Teaching and TWO of the other three categories of scholarship (Discovery, Integration, or Application) <ul style="list-style-type: none"> • These three (at minimum) scholarship activities should be completed while at the rank of Assistant Professor. 		
<i>Professional Growth</i>		
<ol style="list-style-type: none"> 1. Evidence of ongoing professional development demonstrated by facilitating developmental activities, workshops, conferences, seminars, or other types of in-service activities. <ul style="list-style-type: none"> • Self-assessment of continuing educational efforts within the discipline and the field of education • A plan for continued growth both in the discipline and for becoming a better facilitator of learning • Copies of clinical/professional credentials 		
Service		
<ol style="list-style-type: none"> 1. Demonstrated active leadership within Kettering College by such activities as College Council membership, college committee chair, faculty/staff presentations, and/or special project <ul style="list-style-type: none"> • A letter from the chair of the college committee/s on which the applicant has served indicating participation in and contribution to the work of the committee must accompany the application for promotion. • Letter from administrator to which the college committee that the applicant chaired reports indicating the applicant’s committee leadership qualities • Self-assessment of how the applicant’s performance has contributed & will continue to contribute to the strength and development of the applicant’s specific program & the College 		
<ol style="list-style-type: none"> 2. Evidence of service that may include roles in local community, educational, civic, church, national and international organizations. 		

Minimum Criteria for promotion To Associate Professor:	Meets Expectations	Comments
Overall Assessment of Essential Performance Areas: Associate Professor		
Conclusion: reflection by applicant 1) on items chosen for portfolio and why they were chosen and 2) what was learned in the development of the portfolio.		

Recommendation of Promotions Committee:

Date: _____

Recommended without reservations _____

Recommended with reservations _____

List reasons

Do not recommended promotion _____

List reasons
