

PERFORMANCE CRITERIA FOR PROMOTION - CLASSROOM FACULTY

Candidates for promotion in academic rank are expected to demonstrate meritorious performance in each of the following categories: teaching (or performance of professional duties), college/community service, and professional growth.

Evidence of meritorious performance in each category could include the following:

A. TEACHING/LEARNING:

- § Mastery of diverse and innovative instructional methodologies
- § Mastery of course content
- § Ability to teach a broad range of courses in the discipline
- § Positive administrative, peer and student evaluations
- § Student retention and successful completion in courses consistent with maintenance of college academic standards
- § Regular and punctual attendance and effective discharge of duties (i.e. rosters, grades, office hours, course outlines, responsiveness to students)
- § Ability to prepare students for successful completion of upper-level courses in a program sequence
- § Ability to explain material with clarity and organization
- § Availability to students (e.g. office hours, academic advisement) above and beyond the minimum requirements
- § Comprehensive course outline and completion of course syllabus

B. COLLEGE/COMMUNITY SERVICE:

- § Active service on department, area, campus and college committees and employee organizations
- § Involvement in student activities and clubs
- § Development of new courses and curricula and/or revision of existing courses and curricula
- § Development of outcomes assessment methodology in courses and curricula
- § Preparation of grant proposals
- § Effective leadership in academic departments, activities, and/or coordination of programs/courses

- § Leadership in developing partnerships with businesses, high schools, colleges and county organizations
- § Creation and presentation of special workshops and seminars for faculty and/or students
- § Active participation in special college events (e.g., graduation, professional development programs)
- § Participation in an orientation/mentoring program for new faculty
- § Participation in student recruitment and retention efforts
- § Professionally related community activities in civic, cultural, educational and
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distinguished professional achievement; and 6) exhibiting professional, ethical and attitudinal qualities that enhance the stature of the college

SPECIFIC:

ASSISTANT PROFESSOR

- § TEACHING: The candidate's performance at this level, while not necessarily outstanding, should be more than merely satisfactory with clear demonstration of the potential to be excellent/outstanding.
- § COLLEGE/COMMUNITY SERVICE: The expectation for this rank should be strong service at the department/area level, in terms of positive and proactive involvement in department/area committees and projects. Evidence of curriculum development (e.g. review and revision of existing programs/courses, creation of new programs/courses) and commitment to academic advising, student recruitment and retention would also be desirable.
- § PROFESSIONAL GROWTH: The expectation for this rank should be evidence of remaining current in one's field through relevant coursework (where needed) and attendance at local, national, or regional professional conferences. Membership in appropriate professional organizations would also be expected.

ASSOCIATE PROFESSOR:

- § TEACHING: At this rank, the candidate should exhibit a mastery of more diverse instructional methodologies, an ability to teach a broader range of courses, and a greater adaptability to meeting diverse student needs. The candidate's classroom performance, in all the key categories, should have a substantive evaluation indicative of excellence.
- § COLLEGE/COMMUNITY SERVICE: The expectation for this rank should be a strong presence at the department level as well as solid service at the campus or college level. The candidate should at this point have a significant, positive impact on departmental matters and be in the process of becoming well known to faculty and administrators outside of his/her department or area through campus and/or college meetings, committees and projects. He/she rank should also include

PROFESSOR

- § TEACHING: A candidate for promotion to full professor should demonstrate significant mastery of teaching. The candidate should be capable of utilizing the full range of instructional methodologies, be able to teach the broadest