Part-time Faculty Promotion Application
2018-2019 Academic Year

PART A: TO BE COMPLETED BY THE CANDIDATE APPLYING FOR PROMOTION

Name of Part-time Faculty Educator:

Date of Application:

Date of Hire:

Name of Current Supervisor:

1. INITIAL PLACEMENT AND TERMS OF SERVICE

Check your current rank:

- ☐ Adjunct Instructor
- ☐ Adjunct Assistant Professor
- ☐ Adjunct Associate Professor

Indicate the number of terms* you have completed teaching at DCC :
**Teaching during the summer counts as 1 term regardless of whether you taught 1 or 2 summer sessions.*

Indicate the rank for which you are applying.

2. TEACHING EFFECTIVENESS

To be considered for promotion, the teaching evaluations must show clear evidence of excellent teaching. This should be clear to all reviewers by notes that are made in the comment sections of the classroom observations, or by the Supervisor's further comments in Part B of this application.

1. Part-time Faculty Evaluations by your supervisor(s). Attach a copy of your three (3) **most recent** evaluations (can be obtained from OAA). At least one evaluation must have been completed in the 2017-2018 academic year.

2. Portfolio of teaching. Attach two activities/assignments with corresponding syllabus for the course(s), and provide a brief written reflection on how they best represent your teaching (500 words maximum).

3. PROFESSIONAL EXPERIENCES

A. Using a bulleted list*, please list applicable professional experiences that you have participated in since your date of hire or last promotion at DCC. Next to each professional experience listed include the academic term (with year) and provide a brief description. (Please refer to the list of possible categories and professional experiences listed in the *2018-2019 FAQ for Part-time Faculty for Rank, Step and Promotion*.)

B. Attach documents that verify items indicated (i.e. unofficial transcripts, photocopies, letters ofcompletion, certificates of attendance, convention brochures/programs listing your DCC affiliation.)

C. Include links to sites that can be used to verify materials that are too lengthy to include, i.e articles, books, presentations, etc.

**please use an asterisk, dash or similar text character for your "bullet."*

Type Here.

PART B. TO BE FILLED OUT BY SUPERVISOR

The promotion of a part-time faculty member is a competitive process which is based on excellent classroom teaching as well as engagement in professional experiences that add value and contribute meaningfully to the faculty member's work with Dutchess Community College students, department, and/or the institution.

Based on the statement above, is there clear evidence that the part-time faculty qualifies for promotion? If, NO a brief rationale must be provided.

☐ Yes.
If a supervisor feels that the part-time faculty member's evaluations do not adequately illustrate excellent teaching, the supervisor may add relevant reflections here.

☐ No

Please print your name, sign and date below. By **the first Friday in February**, please submit candidate's application to the Department Chair.

(Print name) (Sign name) (Date)

PART C. TO BE FILLED OUT BY A MEMBER OF DEPARTMENT'S PART-TIME FACULTY PROMOTION COMMITTEE(S)

Enter results of vote below.

Vote for Promotion from Rank of Enter Initial Rank to Rank of Enter New Rank

** Five
Four
Three
Two
One

Average:

** 5 = fulfilled the criteria as well as they can
3 = represents a position half way between one and five
1 = barely fulfilled the minimum criteria

Please print name, sign and date below for all full-time faculty members who participated in the review and voting process for the candidate's application (attach separate page with additional names, signatures and dates if needed) **By the Friday before Spring break** submit candidate's application to the Office of Academic Affairs.

(Print name) (Sign name) (Date)

(Print name) (Sign name) (Date)

(Print name) (Sign name) (Date)