Promotion and Tenure Guide

2012-2013

Note: This guide is updated each September and provided to current candidates going up for promotion. The KCTCS website is available all year long and also contains the promotion formats: http://legacy.kctcs.edu/employee/academicaffairs.cfm

Bluegrass Community and Technical College
PROMOTION AND TENURE PROCEDURE GUIDELINES

Table of Contents:

I. **Introduction to Promotion and Tenure Process** *(overview of Bluegrass Community and Technical College's promotion and tenure process and responsibilities of College Advisory Committee on Promotion (CACP)….p. 2*

II. **Divisions, Assistant Deans and Division Advisory Committee on Promotion** (*describes roles and responsibilities of divisions, Assistant Deans and division Advisory Committees on Promotion)….p. 5*

III. **Promotion Flow Chart** *(brief description and diagram of promotion and tenure process)….p. 6*

IV. **Promotion General *Calendar*** *(chronological listing of activities and timetable)….p. 7*

V. **Sample Promotion Invitation Letter from President** *(copy of letter of invitation for promotion (and tenure) from president)….p. 8*

VI. **Sample Recommendation Letter Forwarded to President Via College Advisory Committee on Promotion** *(copy of letter sent to president regarding recommendation from college-level committee)….p. 10*

VII. **Sample Letters to Solicit Letters of Evaluation** *(copy of formal letter sent from President's Office to solicit letters of evaluation for candidates from faculty and others.)….p. 11*

VIII. **Criteria for Promotion** *(general criteria for ranks)….p. 12*

IX. **The Promotion Review Notebook (PRN**)….p. 15

IX.1. **Letters of Recommendation/Support** *(who is required to write letters on the candidate's behalf; soliciting letters)…p. 16*

IX.2 **Physical Characteristics** *(materials and labor; assembling the PRN)….p.18*

IX.3 **Outlines** *(proper sequence and content of each section of notebook)*
Outline (1): Former UK & Community College Format ……....p. *19*
Outline (2): New (2004) KCTCS Format.. . …….. .p. 25
Outline (3): Former Kentucky Tech Format…….…….p. 30

X. **Promotion Review Notebook (PRN) Checklists** *(listing of PRN format and content criteria for Assistant Deans to check and complete)…..p. 33*

XI. **Promotion Materials Distribution Chart** *(diagram of who distributes and receives promotion and tenure materials)….p. 35*

I. Introduction to the Bluegrass Community and Technical College Promotion and Tenure Process

In an effort to have an equitable and professional promotion (and tenure if applicable) process at Bluegrass Community and Technical College, it is vital that all parties involved in the promotion process adhere to the promotion calendar, guidelines and designated roles/responsibilities as well as the relevant procedures and timelines of the Kentucky Community and Technical College System (KCTCS). A full description of the policies and procedures can be found in the KCTCS Administrative Policies and Procedures 2.5 and 2.6; and KCTCS Board of Regents Policies 2.7 and 2.8.

On July 1, 2005, Lexington Community College and Central Kentucky Technical College became Bluegrass Community and Technical College and as such, a part of the Kentucky Community and Technical College System. The promotion and tenure process reflects some changes as a result of this change in governance. Similarities and/or changes are summarized in this way:

- The Promotion Review Notebook (PRN) is prepared as before, following the same review pathways within the college.
- The President makes her recommendation on a candidate promotion decision, and this is sent to the Chancellor of KCTCS.
- The PRN is sent to the KCTCS Senate Advisory Committee on Promotion, and this body's recommendation is forwarded to the Chancellor.
- The Chancellor makes his recommendation to the President of KCTCS who, in turn, recommends final action to the KCTCS Board of Regents.
- There are **three** portfolio formats available to faculty:
    - One integrated for new hires as of 2004 and for faculty who select to use the new integrated criteria. (Policy Section 2.1.3-2.1.3.5) http://legacy.kctcs.edu/prodev/promotenure/new.doc
    - One grandfathered for former UK personnel and faculty hired in Community Colleges prior to 2004. (Policy Section 2.1.3, Attachment A) http://legacy.kctcs.edu/prodev/promotenure/cc.doc
    - One grandfathered for faculty hired in the former Kentucky Tech System or prior to 2004 in a technical college (Policy Section 2.1.3, Attachment B) http://legacy.kctcs.edu/prodev/promotenure/tc.doc

As in the past, Assistant Deans (formerly Division Chairs) will be held accountable for assuming a proactive role in the process and working closely with candidates to assist them in moving toward promotion whether they are tenure track or term contract faculty. They will team with their respective division-level promotion committees and work together to provide a support network for candidates. Assistant Deans will mentor candidates in their divisions, while the division-level committees will be responsible for advising candidates and proofreading each promotion review notebook (**PRN**) before it is submitted to the President's Office for review by the College Advisory Committee on Promotion.

The College Committee will operate in adherence to the KCTCS promotion and tenure administrative regulations and directives from the KCTCS President with regard to Faculty Promotion Procedures 2013-2013 that can be viewed, in their entirety, at the following website:
http://legacy.kctcs.edu/employee/academicaffairs.cfm

The timelines are posted in this document and apply to the 2012-2013 cycle. Should there be any questions or concerns about any of this information or process, please feel free to contact the chair of the College Advisory Committee on Promotion.

RESPONSIBILITIES OF COLLEGE ADVISORY COMMITTEE ON PROMOTION:

For the 2012-2013 year:

- Committee members sign Confidentiality Statement at initial meeting to ensure understanding and commitment regarding confidentiality of all proceedings.
- Committee operates in accordance with the Kentucky Community and Technical College System's Administrative Policies and Procedures and directives provided by the KCTCS President's Office concerning policies and procedures on appointment, promotion and tenure.
- Committee members serve as a liaison between the college-level committee and the division-level/unit-level committees with guidelines regarding the proper format of promotion packages.
- Committee members individually review each promotion review notebook (PRN).
- Committee meets as a group to deliberate on each individual promotion review notebook. However, Committee members will not deliberate or vote on candidates from their respective division or unit. They will not be present in the meeting room when deliberations and votes take place. The chair's designee assumes all the duties of the chair with respect to candidates from the chair's division or unit. (Note: Committee members representing the Librarians, Counselors, or Adult Education represent a unit.)
- Committee members vote by secret ballot.
- Chair collects each member's ballot and has the secretary tally the votes. The chair's designee assumes all responsibilities of the secretary during deliberations on candidates from the secretary's division/unit.
- At the end of each deliberation and vote, all notes regarding the candidate will be collected and destroyed.

- Chair gathers information from the Committee concerning the votes and the chair or chair's designee prepares a one-page letter for each case (according to KCTCS President's directives) which will include:

1. The Committee's vote, without stating how each Committee member voted.
2. Summation of the key issues and opinions, the pros and cons perceived by the Committee, and the major reasons for the positive and negative positions.
3. Description of any special strengths or weaknesses that impressed the Committee.
4. Signature of each Committee member who deliberated on promotion review notebook (PRN).

- Committee forwards its recommendations on each candidate in writing to the President for her/his review.
- Chair and/or chair's designee meets with the President to discuss and represent the Committee's recommendations.
- Chair and/or chair's designee meets with the President and/or Assistant Deans to present recommendations for improvement in promotion and tenure processes and to request responses to those recommendations, in writing, to be used in the subsequent year.
- President reviews promotion review notebook and considers recommendations submitted by Committee prior to sending her recommendation to the KCTCS Chancellor and sending the PRN to the KCTCS Senate Advisory Committee on Promotion.

Refer to Promotion Flow Chart or Calendar for continuation of process.

II. Bluegrass Community and Technical College

DIVISIONS, ASSISTANT DEANS AND DIVISION ADVISORY COMMITTEE ON PROMOTION

Division Role/Responsibilities:*

- Adhere to the Rules of each division pertaining to composition of committee.
- Provide advice to faculty concerning the promotion process.
- Establish process and timetable to operate within college promotion and tenure calendar to ensure that each promotion review notebook (**PRN**) is 1) proofread within the division; and 2) submitted to the Assistant Dean for a final check prior to the candidate submitting his/her PRN to the President's Office.

* Note: The faculty in Academics Support (Learning Resources Unit, the Student Development and Counseling Unit and Adult Education Unit) will function as a division for the promotion process. For the promotion process, the Dean of Academics Support will assume the assistant dean role for the Student Development and Counseling Unit and chair the division-level promotion committee. The Director of Adult Education will assume the role of assistant dean for the Adult Education Unit. The Director of the LRC will assume the assistant dean role for the Learning Resources Unit.

Assistant Dean Role/Responsibilities:

- Obtain appropriate materials on promotion process from President's Office and distribute **PRN** to candidates.
- Chair and oversee organization of Division Advisory Committee on Promotion and submit list of names of committee members to President's Office by designated due date.
- Provide the division committee with appropriate information on promotion and the committee's role/responsibilities within the process.
- Establish a mentoring relationship with each candidate to provide assistance in preparing promotion review notebook (**PRN**).
- Provide activities such as mentoring, advisement, individual conferences and workshops for candidates regarding the promotion process, tenure and preparing the **PRN**.
- Address promotion and tenure questions and concerns of candidates.
- Notify associate and full professors to submit requested letters of evaluation on behalf of candidates. Faculty on sabbatical are not required nor expected to submit letters; however, candidates may request letters from them.
- Serve as final checkpoint for **PRN** and completing **PRN** Criteria Checklist prior to returning notebook to candidate for submission to President's Office by due date.
- Contact chair of College Advisory Committee on Promotion for clarification and inquiries about promotion and tenure.

Division Promotion Committee Role/Responsibilities:

- Obtain appropriate materials on promotion process from Assistant Dean.
- Assist candidate by proofreading promotion review notebook **(PRN)** for spelling, grammatical errors and completeness, providing advisement about format/content criteria and submitting **PRN** to Assistant Dean for review. Candidate should have adequate time to take advantage of committee's feedback to improve **PRN**.
- Answer questions the candidate may have regarding scanning **PRN** materials and posting **PRN** on Blackboard.

III. Bluegrass Community and Technical College
PROMOTION FLOW CHART

*Letters of invitation for promotion sent to candidate from President accompanied by materials on the promotion & tenure process and preparing promotion review notebook **(PRN)***

*Candidate seeks advisement from Assistant Dean & Division Advisory Committee on Promotion for preparing promotion review notebook **(PRN)***

Division Advisory Committee on Promotion proofs **PRN** and offers advisement to candidate.

Assistant Deans serve as final checkpoint for PRN and complete PRN Criteria Checklist prior to returning notebook to candidate for submission to President's Office by due date.

Candidate submits **PRN** to President's Office by deadline.

College Advisory Committee on Promotion serves in advisory role to the President, reviews **PRN** and submits its recommendation to the President.

President reviews **PRN** and considers recommendation submitted by College Advisory Committee on Promotion. President submits affirmative or negative recommendation for candidate for Professor and Associate Professor in writing to KCTCS Chancellor. **PRN receiving affirmative recommendation** is also forwarded to the KCTCS Senate Advisory Committee on Promotion. Whenever a promotion is disapproved and stopped by the president/CEO, the Chancellor, or the KCTCS President, the faculty member will be informed in writing by the president/CEO of the college of the action taken. Individuals being considered for the rank of Professor who receive a negative recommendation from the college president will be given the opportunity to submit a promotion file directly to the KCTCS Senate Advisory Committee on Promotion.

President notifies candidates for Professor and Associate Professor in writing and schedules to meet with each candidate about her recommendation.

President submits list of names of candidates being promoted to Assistant Professor to KCTCS Chancellor. The President has authority to promote candidates to the rank of Assistant Professor.

President notifies candidates for Assistant Professor in writing and schedules to meet with each candidate about her promotion decision.

Chancellor reviews proposal for completeness; secures the advice of the KCTCS Senate Advisory Committee on Promotion; forwards recommendations for approval to the KCTCS President**;** and notifies the President once the proposal is approved or disapproved.

KCTCS President reviews the proposals; submits recommendations for approval to the Board of Regents for final action; and notifies the KCTCS Chancellor if the proposal is disapproved.

Board of Regents takes final action.

IV. Bluegrass Community and Technical College
PROMOTION GENERAL CALENDAR

Date	Activity
June	• Letters of invitation for promotion will be sent to candidates from President containing KCTCS website instructions for preparation of promotion review notebook (**PRN**).
September	• Candidates will notify president's office as to whether they will go up for promotion and what format they will use in their promotion review notebook **(PRN**). • Candidates for Professor must notify President by letter if they decline the opportunity to go up for promotion. • Distribution of Bluegrass Community and Technical College Promotion Guidelines for preparing the **PRN**. • Assistant Deans and the College and Division Advisory Committees on Promotion will receive the appropriate promotion materials. • President's Office will distribute binders for the **PRN** to Assistant Deans to deliver to candidates. • President submits list of names of members of College Advisory Committee on Promotion to KCTCS Chancellor's Office.
Fall Semester	• Assistant Deans will assist candidates by providing activities such as mentoring, advisement, individual conferences and workshops. • Assistant Deans will distribute appropriate promotion materials to division-level Promotion Committees. • Division-level Promotion Committee will assist candidates by proofreading **PRN** and providing advisement. • Assistant Deans will review **PRN** and complete **PRN** Criteria Checklist prior to returning notebook to candidates for submission to President's Office.
October	• Candidate submits list of names of individuals requested to write letters of evaluation to President's Office. • Assistant Deans submit list of names of members of division-level Promotion Committee to President's Office.
November	• President sends official letters to solicit internal and external letters of evaluation for candidates. Letters of evaluation must be addressed and sent directly to President. Faculty on sabbatical are not required nor expected to submit letters; however, candidates may request letters from them.
December-January	• President's Office will notify Assistant Deans about letters of evaluation from faculty that have not yet been received. • Candidates are responsible for contacting President's Office to ensure that other requested letters of evaluation have been received.
December-January	**ALL LETTERS OF EVALUATION MUST BE SUBMITTED TO PRESIDENT'S OFFICE. See letter from President's office for exact dates.**
January	**CANDIDATE MUST SUBMIT PRN TO PRESIDENT'S OFFICE. See letter from President's office for exact dates.**
January-February	• College Advisory Committee on Promotion reviews **PRN**.
January-February	• College Advisory Committee on Promotion submits its recommendation to President for his review.
Mid March	• President reviews **PRN** and considers recommendation submitted by College Advisory Committee on Promotion. President recommends, either affirmative or negative, regarding promotions in rank for Associate Professor and Professor to KCTCS Chancellor Office.
Early April	• KCTCS Senate Advisory Committee on Promotion meets.
May	• Individuals being promoted to rank of Assistant Professor are notified by the President, and a copy of letter is sent to Chancellor's Office.

V. SAMPLE PROMOTION INVITATION LETTER FROM PRESIDENT

June 17, 2012

CANDIDATE NAME
Division xxxxxx
Bluegrass Community and Technical College
Specify Campus

Dear xxxxxxxxxx:

You are invited to prepare your Promotion Review Notebook (PRN) for consideration to the rank of **(Insert Rank)** for the Advisory Committee on Promotion to review. **(Insert Rank Criteria)**

You are responsible for preparing your PRN in its final order using the appropriate promotion materials. Also, your Assistant Dean is responsible for mentoring and advising you through the process and will address your questions or concerns.

Once you have prepared your PRN, it is your responsibility to submit it to your Division Advisory Committee on Promotion for proofreading and advisement purposes according to your division's set timetable. Your Assistant Dean will serve as the final checkpoint for your PRN and insert the PRN Criteria Checklist in your notebook prior to returning it to you. You will be responsible for submitting your PRN directly to the President's Office by **(Insert date)**.

Candidates should note that they have the option of using one of three portfolio formats:

One integrated for new hires as of 2004 and for faculty who select to use the new integrated criteria (Policy Section 2.1.3-2.1.3.5); or,

One grandfathered for former UK personnel and faculty hired in Community Colleges prior to 2004 (Policy Section 2.1.3, Attachment A); or,

One grandfathered for faculty hired in former Kentucky Tech System or prior to 2004 in a technical college. (Policy Section 2.1.3, Attachment B).

In accordance with the KCTCS Administrative Policy, a College Advisory Committee on Promotion has been appointed to review the PRNs. The Committee will operate in adherence to the promotion procedures guidelines and directives from the KCTCS Chancellor's Office.

After the College Advisory Committee on Promotion reviews your PRN, it will formally submit its recommendation to me for review. I will review your PRN and consider the advice and recommendations of the committee prior to submitting my recommendation to the Chancellor/KCTCS Systems Office.

My office will distribute the prefabricated promotion review notebook to your Assistant Dean to deliver to you. My office will also place the following materials in your PRN after it is received in the President's Office.

- All solicited letters of evaluation received on your behalf;
- Assistant Dean's recommendation;
- College Advisory Committee on Promotion recommendation;
- President/CEO recommendation.

Please supply my office by **October 3, 2012,** with an alphabetical list of: 1) names of all tenured faculty in your division on your campus, indicating those who are on sabbatical or other leave, (if this does not provide at least six letters, provide the names of other tenured faculty within your division who will be writing letters) and 2) the names, titles, and addresses of other professional associates and colleagues from inside/outside of the college who will be requested to write letters of evaluation on your behalf. Candidates for the rank of Professor who choose not to be considered for promotion must notify me in writing by this date.

Please solicit letters from individuals who can address your assignment area(s), i.e., teaching faculty, faculty counselor, or librarian. You are responsible for providing copies of your vita to all those from whom you have requested a letter of evaluation. All solicited letters must be addressed to me and sent directly to my office by **January 2013**. Confer with your Assistant Dean regarding any letters that have not been received by the President's Office one week prior to the due date. You will be responsible for following up with the individuals from outside your division.

I encourage you to seek assistance from your Assistant Dean to ensure that you are following the KCTCS guidelines for preparing your PRN. It is vital that you submit your PRN to my office on the designated due date and time to avoid jeopardizing your endeavor toward promotion. The Advisory Committee on Promotion will not review late materials.

Please consult with your Assistant Dean and refer to the KCTCS website containing promotion formats (http://legacy.kctcs.edu/employee/academicaffairs.cfm). A more detailed promotion guide for the Bluegrass District will be available in September on our website. Thank you and best wishes on your professional endeavors at Bluegrass Community and Technical College!

Respectfully,

President & CEO for Bluegrass District

Cc: Academic Dean
Assistant Dean
Personnel File

VI. SAMPLE RECOMMENDATION LETTER FORWARDED TO PRESIDENT VIA COLLEGE ADVISORY COMMITTEE ON PROMOTION

Dear President :

The Bluegrass Community and Technical College Advisory Committee on Promotion met on **(DATE)** to review the promotional file of **(CANDIDATE'S NAME),** who is eligible for promotion to the rank of **(RANK SOUGHT).**

The Committee operated in accordance with the *KCTCS Administrative Policies and Procedures* and with the additional guidelines and suggestions provided by the KCTCS President's Office. The KCTCS Administrative Policies and Procedures 2.1 (Administrative Policy Attachment A) states that **(INSERT DESCRIPTION OF THE CRITERIA OF THE APROPRIATE RANK).**

(INSERT INFORMATION ADDRESSING STRENGTHS, WEAKNESSES AND REASONS FOR RECOMMENDATION OF CANDIDATE)

Hence, the deliberations of the Committee resulted in a **(INSERT "UNANIMOUS" VOTE OR RATIO OF VOTE IF NUMBER DIFFERENT, e.g., 7 to 2 VOTE, to (RECOMMEND OR NOT RECOMMEND) (CANDIDATE'S NAME)** for promotion to the rank of **(APPROPRIATE RANK)**.

Sincerely,

Names of Committee Members Who Deliberated on This Promotion File:

(LIST NAMES AND AFFIX SIGNATURES OF **COMMITTEE MEMBERS)**

VII. Sample Letters from President to Solicit Letters of Evaluation from Faculty and Others

1. Sample Letter to Faculty:

Date:
To: Associate and Full Professors (Specify Division)
From: Dr.
Re: Letters of Evaluation for Peers

Please submit a letter of evaluation/support for the following faculty who are candidates for promotion at Bluegrass Community and Technical College. In your letter clearly address whether the criteria for promotion at each level, as specified in the KCTCS 2.1 Administrative Policy Attachment A (enclosed), has been met or not met by the candidate. Clearly state whether or not you support the promotion.

(List of Candidates in specific Division)

Your letter will be placed in the candidate's promotion review notebook (PRN) by the President's Office for review. This is an important process in our faculty development and your input is vitally needed. Please send the letter to my office marked "confidential" by **the designated due date**. Thank you.

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2. Sample Letter to Others

Dear :

Please submit a letter of evaluation/support for (Candidate's name) who is presenting a promotion review notebook for the rank of (specify rank) at Bluegrass Community and Technical College.

This is an important process in our faculty development and your input is vitally needed. Please send the letter to my office in an envelope marked "confidential" by **the designated due date**. Thank you

Respectfully,

President

VIII. BLUEGRASS COMMUNITY AND TECHNICAL COLLEGE
CRITERIA FOR PROMOTION

A. FACULTY HIRED IN FORMER UK PERSONNEL SYSTEM OR PRIOR TO 2004 IN A COMMUNITY COLLEGE:

GENERAL CRITERIA FOR RANKS (KCTCS Administrative Policies and Procedures 2.1 Administrative Policy Attachment A)

"Appointment or promotion to the rank of **Assistant Professor** in the Community Colleges will be made when it has been determined by colleagues, the Division Chairperson, and the President of the Community College that the individual has a current capability for good teaching, good student relations, and community service; and that the individual has demonstrated a genuine concern in fulfilling the purposes of a community college."

"The promotion to **Associate Professor** in the Community Colleges will be made only after an indication of continuous improvement and contribution as a faculty member. The individual shall have demonstrated definite leadership in assigned areas of activity and in the overall development of the program of the applicable community college. The individual also shall have earned recognition for educational leadership."

"A promotion to the rank of **Professor** in the Community Colleges should be an indication that the individual is an outstanding, mature faculty member who has been recognized for leadership in the applicable community college and the Community College Branch; and who has demonstrated excellence in assigned areas of activity, in professional development, and in the total program of the applicable community college. It should always be stressed that this rank is a recognition of quality, and depth of performance and achievement rather than length of service."

GENERAL CRITERIA FOR LIBRARIANS

"Master's or Doctoral Degree in Library and Information Sciences from an American Library Association accredited program."

Persons appointed to the rank of **Assistant Professor** shall, in addition, have had at least three years of successful experience.

Appointees to the rank of **Associate Professor** or **Professor** shall, in addition, have had not less than five years of successful experience. Additional experience may be required if such training is appropriate to the position. They shall also have demonstrated subject specialization and have exhibited educational leadership appropriate to the position. A master's degree or a doctorate in a subject field may be taken as evidence of subject specialization.

B. FACULTY HIRED 2004 AND THEREAFTER:

GENERAL CRITERIA FOR RANKS (KCTCS Administrative Policies and Procedures 2.1.3)

Promotion to the rank of **Assistant Professor** will be made when the colleagues, the division chairperson/director of library services, the chief academic officer, or the chief student services officer, and the president/ceo of the college determine that the individual has a current capacity for quality teaching or other teaching-related duties, quality student relations, and community service. The individual will also have demonstrated an interest in professional development and in fulfilling the mission of the college.

The evaluation of the individual's performance should be determined by the use of current objective evaluative instruments used at the college. This rank is a recognition of increased quality and depth of performance and achievement rather than length of service.

"Promotion to **Associate Professor** will be made only after an indication of continuous improvement and contribution as a faculty member. The individual shall have compiled a record of achievement in all assigned areas of activity and have demonstrated leadership in one or more of these. The individual shall also have contributed to the overall fulfillment of the college mission.

The evaluation of the individual's performance should be determined by the use of current objective evaluative instruments used at the college. This rank is a recognition of increased quality and depth of performance and achievement rather than length of service."

"Promotion to the rank of **Professor** will be awarded to an outstanding faculty member who has demonstrated excellence in assigned areas of activity and in professional development as related to the mission of the college. This person shall also have been recognized for educational or professional leadership activities extending beyond the local college level.

The evaluation of the individual's performance should be determined by the use of current objective evaluative instruments used at the college. This rank is a recognition of increased quality and depth of performance and achievement rather than length of service."

C. FACULTY HIRED IN FORMER KENTUCKY TECH SYSTEM OR PRIOR TO 2004 IN A TECHNICAL COLLEGE:

GENERAL CRITERIA FOR RANKS (KCTCS Administrative Policies and Procedures 2.1 Administrative Policy Attachment B)

Detailed descriptions of ranks can be found in section 2 of the KCTCS Administrative Policies and Procedures:

http://legacy.kctcs.edu/employee/policies/volumeII

IX. BLUEGRASS COMMUNITY AND TECHNICAL COLLEGE
PROMOTION REVIEW NOTEBOOK (PRN)

The candidate is responsible for preparing his/her promotion review notebook **(PRN)** for submission to the President's Office by the designated due date. However, the candidate's Assistant Dean and Division Advisory Committee on Promotion will provide advisement to ensure that the candidate's **PRN** meets the format criteria prior to its submission to the President's Office.

The College Advisory Committee on Promotion at Bluegrass Community and Technical College reviews each candidate's **PRN** electronically through Blackboard. Each candidate is responsible for posting their **PRN** for review. This process may require the candidate to scan materials that are not available electronically. Scanning capability will be provided to each candidate through copiers located on each campus.

Any concerns or questions about the promotion (and tenure) process or preparation of the **PRN** should be directed to the candidate's Assistant Dean or Division Advisory Committee on Promotion. The candidate may want to consult with colleagues who have recently been promoted to the rank that is being sought and ask to peruse copies of their promotion review notebooks. Sample copies of past PRNs are on faculty reserve in the library.

Please note that the College Advisory Committee on Promotion <u>is not responsible for proofreading the **PRN**</u>, but for evaluating the final product and sending its recommendation to the President for his/her review.

IX.1. LETTERS OF RECOMMENDATION/EVALUATION

- The President's Office will solicit internal letters of evaluation on the candidate's behalf (see section VII) These letters of evaluation are to be addressed to the President and sent directly to the President's Office by the designated due date. External letters must be solicited by the candidate. These letters may be sent directly to the candidate, but they cannot be email letters. These letters should be placed in the appropriate area in which they are being used as supporting documentation.

- [New language in Policy 2.6: The president/ceo of the college has the responsibility for ensuring that each promotion file is complete and contains the advice of the appropriate division chairperson and six or more faculty letters, including at least all Associate and Professor division members located on the same campus. Faculty letters should be addressed and sent to the college president/ceo.] The candidate is responsible for providing the President's Office with an alphabetized list of names of all associate and full professors in his/her division on his or her campus, indicating those faculty who are on sabbatical or other leave. If this does not provide six names, the candidate must go wider in his/her division to fulfill the requirement. Associate and full professors are required to submit letters.** Faculty on sabbatical or other leave are not required nor expected to submit letters. It is the candidate's responsibility to solicit letters from faculty on leave if he/she so desires.

  ****Note:** A minimum of six (6) letters of evaluation addressed to the President from division colleagues is required.

  Note: The Librarians will operate as the Learning Resources Unit, the Counselors will operate as the Student Development and Counseling Unit, and Adult Education will operate as the Adult Education Unit. The Librarians will be required to submit a minimum of six (6) letters of evaluation. Letters from each associate and full professor in the Learning Resources Unit must be included, with the exception of faculty on sabbatical or other leave; if this results in fewer than six (6) letters of evaluation, letters from BCTC faculty who hold the rank of associate or full professor outside the division must make up the balance. This same requirement applies to Adult Education and Student Development and Counseling as well.

- The candidate has the option to include letters of evaluation from other professional associates and colleagues, from inside and/or outside the college. If the candidate chooses to solicit other letters he/she is responsible for providing an alphabetized list of their names, titles and addresses to the President's Office. A maximum of six (6) letters of evaluation will be accepted from outside of the college.

- Faculty who are supervised by a non-faculty member for a substantial portion of their PPE must solicit a letter from that supervisor for the PRN.

- The candidate is responsible for providing copies of his/her vita to those individuals from whom a letter has been requested. The formality, comprehensiveness and tone of the vita/summary are determined by the candidate. The candidate should provide as much information as possible to insure positive letters of evaluation. This information could include a description/summary of CE/CS activities, descriptions of professional development activities, academic service and leadership roles, and copies of evaluations of teaching, coordinating, etc.

- Letters of evaluation from faculty, professional associates and colleagues at the college must be submitted on official college letterhead.

- The President's Office will notify the candidate's Assistant Dean about any letters of evaluation that have not been received, in the week prior to the designated due date. The candidate's Assistant Dean will contact faculty in the division who have not submitted letters of evaluation on the candidate's behalf. The Assistant Dean will inform the candidate of other requested letters which have not been received. It is the candidate's responsibility to follow up on these requests.

- All letters received on the candidate's behalf will be placed in the candidate's PRN by the President's Office. This includes all solicited letters of evaluation, the Assistant Dean's recommendation, the recommendation from the College Advisory Committee on Promotion (CACP), and the President's recommendation. Letters received after the CACP members begin individual review of PRNs will not be placed in the candidate's PRN or otherwise submitted to the CACP.

IX.2 PHYSICAL CHARACTERISTICS OF PRN

- Three-ring binders and dividers with tabs will be provided to the candidate by the President's Office. The binder will be personalized with a cover sheet containing the candidate's name and the rank being sought.

- The candidate is responsible for all labor, including hole punching. The degree to which one's Division Office Manager or other clerical employees may provide assistance is a divisional matter.

- Use the provided binder complete with 1) tabs identifying the sections by Roman numerals, and 2) divider sheets identifying information within the sections by alphabet, to organize the materials in the order indicated by this format. Insert the requested information following the designated section and use numbers to denote the proper sequence of the information within the section. (See IX.3. Outline, Format and Content.) **Do not add extra tabs.**

- Use a three-hole punch (best if calibrated to fit the three-hole binder) to punch the holes so that all pages that will require the reader to turn the binder sideways face in the same direction. Pages that must be viewed in this manner should be bound so that the top of the pages are nearest the rings of the binder.

- Use a consistent, standard-size body text and font (e.g., Times New Roman 12-point for text and 14-point bold for headings).

- Provide clear, legible copies of documents, and **do not use plastic page protectors**.

- To keep the manuscript clean, provide a laser printer copy rather than a photo copy of materials that are generated. If promotion is received, the candidate will not get his/her **PRN** back; therefore, he/she may want to send photocopies of important documents instead of originals. It is suggested that a photocopy of the entire **PRN** be made for the candidate's own files.

IX.3 OUTLINE, FORMAT AND CONTENT

OUTLINE (1):
FACULTY HIRED IN FORMER UK PERSONNEL SYSTEM OR PRIOR TO 2004 IN A COMMUNITY COLLEGE

Note: *Tabs identify the sections by* ***Roman numerals*** *and divider sheets identify information within the sections by* ***alphabet****. Insert the requested information following the designated section and use* ***numbers*** *to denote the proper sequence of the information within the section.*
Note 2: KCTCS faculty hired 2004 and thereafter will use, and all other full-time faculty may select to use the second Outline, Format and Content -- "Outline 2".

I. The **Cover Sheet** will be inserted in the front of the candidate's binder.

II. Letters of Evaluation
- A. President of the College
- B. Assistant Dean
- C. College Advisory Committee on Promotion (with vote of committee)
- D. Requested Letters from Associate and Full Professors within Division
- E. Optional -- Requested Letters from Others

III. Second and Fourth Year Review

IV. Vita
- A. Personal Information
- B. Education
- C. Experience

V. Performance, Planning, and Evaluation Forms

VI. Description of Performance, Planning, and Evaluation (PPE) Activities
- A. Instruction Activities
  1. Academic and/or Developmental Credit Instruction
  2. CEU Credit Instruction
  3. Preparation, Grading and Course Curriculum Development
- B. Student Guidance/Advising Instructional Activities
- C. Community Service as Related to the Program of the College
  1. Public Community Service (External)
  2. Academic Community Service (Internal)
- D. Professional Development and Educational Leadership
  1. Professional Development
  2. Educational Leadership

VII. Philosophy
VIII. Other Information
IX. Transcripts of All Graduate Work
X. Annual Faculty Performance Review Rating Forms
XI. Appendix

FORMAT AND CONTENT:

Information from the current academic year and the two previous years should be listed in reverse chronological order. (**This would include**: **2012-2013, 2011-2012, and 2010-2011**) This may be supplemented with significant activities and achievements from prior years. If for some reason the candidate does not have a similar sequence, he/she needs to include the current year and the two most recent academic years that can be documented as required, with explanation/justification. Explanations concerning leaves of absence, sabbaticals, missing documents, etc., should be made in the appropriate sections.

A detailed PowerPoint on this format is available at:
http://legacy.kctcs.edu/prodev/promotenure.html

PRN Checklist – The completed and signed PRN checklist should be placed in the front pocket of the binder. This should be signed by both the Assistant Dean and the candidate.

I. **COVER SHEET** - A personalized cover sheet will be inserted in the front of the binder which will include: (1) the candidate's name, (2) Bluegrass Community and Technical College and (3) the promotional rank being sought.

II. **LETTERS OF EVALUATION** – Letters of evaluation will be placed in the candidate's **PRN** by the President's Office. The candidate should include a list of individuals from whom letters will be received in the following order.

A. Letter from President
B. Letter from Assistant Dean
C. Letter from College Advisory Committee on Promotion
D. Letters from Associate and Full Professors in the Candidate's Division
[New language in Policy 2.6: The president/ceo of the college has the responsibility for ensuring that each promotion file is complete and contains the advice of the appropriate division chairperson and six or more faculty letters, including at least all Associate and Professor division members located on the same campus. Faculty letters should be addressed and sent to the college president/ceo.]
Candidates should solicit letters from all Associate and Professor division members located on the same campus. If this does not result in six letters, the candidate should go wider in his/her division to get the required number of letters.

E. Letters from Other Professional Associates and Colleagues (Optional)
Submit an alphabetized list of names of other associates and colleagues.

Note: *Unsolicited letters will not be included in the **PRN** for review by the College Advisory Committee on Promotion.*

III. SECOND- AND FOURTH-YEAR REVIEWS – Copies of the candidate's second- and fourth-year progress reviews toward tenure should be included. This does not apply to candidates for Professor. The candidate should make a note to this effect in his/her PRN.

IV. VITA – List and include the following information in the order indicated:

A. <u>Personal Information</u>

1. Full name.
2. Current rank.
3. Rank date for initial appointment to Faculty
4. Rank date for appointment to Assistant Professor.
5. Rank date for appointment to Associate Professor with tenure, if applicable.
6. Assignment area(s), i.e., teaching faculty, faculty counselor or librarian; if other, explain.

B. <u>Education</u>

1. List colleges/universities attended with locations and dates.
2. List degrees awarded, major(s) and dates obtained.
3. Graduate credit: Provide the number of graduate credit hours in assignment area(s) (i.e., teaching faculty, faculty counselor or librarian) in master's degree program (if not completed) and beyond master's degree, if applicable. If admitted as candidate for a higher degree, indicate what degree, subject area, college/university, location, and date admitted.
4. List awards and scholarships received while in graduate school.

C. <u>Experience</u>

1. List teaching faculty, faculty counselor or librarian positions held, names of institutions and dates.
2. List related positions and institutions and dates.

V. PERFORMANCE PLANNING AND EVALUATION (PPE) FORMS – Copies of the candidate's Performance Planning and Evaluation Form from the last three years should be included. Make sure each of these accurately reflect any changes from the originals. The computer-generated form is not necessary unless changes were made to the original, signed copy.

VI. DESCRIPTION OF PERFORMANCE PLANNING AND EVALUATION ACTIVITIES

The PPE represents the assignment of activities for each academic year for teaching faculty, faculty counselors and librarians, as agreed to by the respective faculty member, the Assistant Dean and the President. Teaching faculty, faculty counselors and librarians should include narrative statements, as they deem appropriate, to describe fully their activities in each area of the PPE. If needed, refer to the definitions provided on the back of these forms. The candidate should refrain from including activities which have not yet begun.

NOTE: List all activities in reverse chronological order by semester. Ex: Spring 2013, Fall 2012, Spring 2012, Fall 2011, Spring 2011 and Fall 2010.

NOTE 2: List the percentages from your PPE for each semester.

A. Instruction Activities

1. Academic and /or Developmental Credit Instruction:

Provide a list of academic and/or developmental credit instruction activities as reflected on Performance Planning and Evaluation from the current and previous two years, in reverse chronological order. Include a list of courses taught, and the credit hours per semester of each course. A brief description of all courses should be included. This may be the formal course description and/or a more personalized description of the course.

Provide results of **all** systematic student evaluations of credit instruction from the current year and the most recent previous two years. ***Place the evaluation forms in the same order as courses are listed in A.1 above, with semesters in reverse chronological order.*** Any lack of required documentation must be explained fully.

Note: BCTC began using a new evaluation instrument in Fall 2011.
Note on IDEA Form: Submit page 1 of the 3-page IDEA Form (Summary Evaluation of Teaching Effectiveness) for each class.
Note 2: Faculty going up for promotion are encouraged to have student evaluations done for each semester in the three year period.

2. CEU Credit Instruction:

Provide a list of CEU credit instruction (occupational/professional development or personal/community development) activities with a brief description, as reflected on the PPE for the current and previous two academic years – with semesters in reverse chronological order. Include a list of courses taught and the CEU credit hours awarded for each course.

Provide results (summaries only) of all systematic student evaluations of CEU instruction for the three most current academic years. (If summaries are not self-explanatory, provide an explanation of summary results).

3. Preparation, Grading and Course Curriculum/Development:

Provide a description of preparation, grading, and all course/curriculum development activities, including academic, developmental and CEU credit courses and curricula.

B. Student Guidance/Advising Instructional Activities

Provide a brief description of activities, as reflected on the PPE, for the current and previous two academic years – in reverse chronological order. Include activities pertaining to assigned advisees, unassigned advisees and other related activities such as career related counseling, testing services, advising non-credit students, and other academic advising that is not included in the above groups.

Provide results of all systematic evaluations of Student Guidance/Advising Instructional Activities for the current and previous two academic years – in the same reverse chronological order.

C. Community Service as Related to the Program of the College

1. Public Community Service (External):

Provide a list of public community service (external) activities with a succinct description, as reflected on the PPE, for the current and previous two academic years (by semester in reverse chronological order). In order to clarify that any service listed was actually performed, please use "served as" rather than "volunteered for" when referring to service activities. Please give details: the percentage from your PPE, what you did and the time involved in the community service activity.

2. Academic Community Service (Internal):

List academic community service (internal) activities, as reflected on the PPE, for the current and previous two years. Include appointed or elected activities and special assignments for the college, or KCTCS, if applicable. Describe your role and accomplishments in these activities.

Provide results (if available - summaries only) of all systematic evaluations for external and internal community service activities for the current and previous two years.

D. Professional Development and Educational Leadership

1. Professional Development:

List professional development activities, as reflected on the PPE, for the current and previous two academic years – in reverse chronological order. Clearly indicate the type of activity (seminar, workshop, etc.) and your role (presenter, participant, organizer, etc.) The candidate may choose to highlight some of his/her more significant activities.

Note: It is important to describe your role/responsibility adequately so that the committee can fully understand the activity.

List professional organizations/associations in which you are a current member. List special roles/offices held and their dates for those organizations/associations for the current and previous two years.

List presented papers and chaired sessions at professional meetings. Indicate dates and nature of responsibilities, titles of papers or names of sessions. Include copies of papers presented or their abstracts in the Appendix.

List professional publication(s) and date(s) published. (Enclose a copy or an abstract of each in the Appendix).

Provide a brief statement (maximum 1 page) summarizing personal efforts toward professional growth and improvement.

Provide results (if available - summaries only) of all evaluations for Professional Development for the current and previous two years.

2. Educational Leadership:

Provide a list, along with a description, of activities as reflected on the PPE for the current and previous two years; include system, college, division, program, area, discipline or other administration.

Provide results (summaries only) of all systematic evaluations for Educational Leadership for the current and previous two years.

VII. PHILOSOPHY OF TEACHING – The candidate should summarize his/her personal philosophy and how it is incorporated into his/her work as a teaching faculty member, faculty counselor or librarian. (Limit 1-2 pages)

VIII. OTHER INFORMATION – The candidate should provide any other information which he/she believes might be of assistance to the committee in making a recommendation (e.g., special honors or awards, results of systematic Peer Evaluations).

IV. TRANSCRIPTS OF ALL GRADUATE WORK – Provide legible copies of the most current official transcripts of all graduate work from each institution attended. For faculty who are not required to have a graduate degree, transcripts of undergraduate and any other course work related to their position should be included in this section. Legible copies of **official** transcripts are required. Transcripts marked "Issued to Student" are not acceptable. Official transcripts must be sent directly from the issuing institution to: President's Office, Attention: Sylvia Williams, Bluegrass Community and Technical College, 209 Oswald Building, Cooper Drive, Lexington, KY 40506-0235. A candidate may also ask to photocopy the official transcripts in his/her personnel file in the President's Office.

X. EVALUATIVE RATING/RANKING – Provide one (1) copy of each Annual Faculty Performance Review Rating form for the current and previous two years.

NOTE: *In regard to your annual Faculty Performance Review, the College Advisory Committee on Promotion requests that you include the three most current years.*

XI. APPENDIX - Copies of papers or abstracts of publications

General Note: *The College Advisory Committee on Promotion is looking for certain essential information, and approaches each **PRN** with a standard methodology to find that information in specific locations of the notebook uncluttered by unnecessary items. Please refrain from including items in the **PRN** that are nonessential or that could be construed as "padding".*

OUTLINE (2):
FORMAT FOR PROMOTION AND REVIEW PORTFOLIO
KCTCS FACULTY HIRED 2004 AND THEREAFTER:
ALL OTHER FULL-TIME FACULTY WHO SELECT THIS CRITERIA

I. COVER SHEET

The **Cover Sheet** will be inserted in the front of the candidate's binder.

II. Vita

A. Personal Information
B. Education
C. Current Professional Certifications, Registries, Licensures
D. Experience

III. Transcripts of All Educational Preparation
IV. Philosophy

V. Performance Planning Agreements
VI. Instruction

A. Credit and Developmental Instruction
B. CEU Instruction

VII. Student Guidance and Advising Activities

VIII. Internal Service – Community Service
IX. External Service – Community Service

X. Professional Development
XI. Educational Leadership

XII. Performance Effectiveness

A. Annual Performance Review
B. Second-, Fourth-Year Reviews

XIII. Letters of Evaluation

A. President of the College
B. Assistant Dean
C. College Advisory Committee on Promotion (with vote of committee)
D. Requested Letters from associate and full professors within Division

Optional -- Requested Letters from Others

XIV. Additional Information
XV. Appendix (optional)

FORMAT AND CONTENT INSTRUCTIONS:

Use this format to assemble your promotion review portfolio.

1. Use a three-ring binder with tabs identifying each section required.
2. Provide clear, legible copies of documents.
3. Information should be from the last three academic years (six semesters — fall/spring), which includes the current academic year. This may be supplemented with significant activities and achievements from prior years. All listings should be in reverse chronological order by term.
4. Verification must be included where indicated.
5. All required components of the portfolio must be included or addressed.
6. Eligibility for the year of promotion will include the current academic year. (You can count the year in which you apply.)

A detailed PowerPoint on this format is available at:
http://legacy.kctcs.edu/prodev/promotenure.html

PRN Checklist – The completed and signed PRN checklist should be placed in the front pocket of the binder.

I. COVER SHEET

Included is a cover sheet as follows:

Your Name
Name of College
Promotional Rank for Which You Are Being Considered

II. VITA

List and provide information in the order indicated:

A. Personal Information

Full Name
Current Rank
Rank Dates
Initial appointment to faculty
Assistant Professor Rank
Associate Professor

B. Education

List colleges/universities attended, locations and dates; degrees awarded, dates, majors(s).

Hours Beyond

Provide the number of graduate credit hours in teaching/subject areas in the following way: (1) in master's degree program, and (2) beyond master's degree. If admitted as candidate for a higher degree, indicate what degree, subject area, college/university, location, and date admitted.

C. Current Professional Certifications, Registries, Licensures

Provide organization and dates for all held.

D. Experience

List position, date, and responsibilities.

III. TRANSCRIPTS OF ALL EDUCATIONAL PREPARATION

Provide clear copies of official transcripts from institutions attended. Provide copies of current certificates, licenses, and/or registries. (Identification numbers may be removed from copies.)

IV. PHILOSOPHY

Summarize personal philosophy concerning your work as a faculty member.

V. PERFORMANCE PLANNING AGREEMENTS

Provide copies of the current performance planning agreement and of the previous two years.

VI. INSTRUCTION

Provide a narrative that summarizes activities in this area. Elaborate upon activities that demonstrate quality teaching, teaching innovations or experimental techniques of instruction.

CREDIT AND DEVELOPMENTAL INSTRUCTION

- Provide a list or table of academic and/or developmental credit instruction activities for the current and previous two years. For each term list the courses taught and the number of credit hours.

NOTE: List all activities in reverse chronological order by semester. Ex: Spring 2013, Fall 2012, Spring 2012, Fall 2011, Spring 2011 and Fall 2010.

NOTE 2: List the percentages from your PPE for each semester.

Provide results (summaries only) of all systematic student evaluations of instruction for the current and past two years. Provide a copy of the evaluation instruments. **Place the evaluation forms in the same order as courses are listed above, with semesters in reverse chronological order.**

Note: BCTC began using a new evaluation instrument in Fall 2011.

Note on IDEA Form: Submit page 1 of the 3-page IDEA Form (Summary Evaluation of Teaching Effectiveness) for each class.

Note 2: Faculty going up for promotion are encouraged to have student evaluations done for each semester in the three year period.

The following may be provided to further demonstrate excellence in teaching:

- A sample course syllabus that demonstrates innovative course structure or methodologies of instruction.
- Copies of classroom observations.

CEU INSTRUCTION

• Provide a list of CEU credit instruction activities for the current and previous two years. Include in the list: CEU courses taught, the number of CEU credit hours awarded, the number of participants and a brief course description.

• Provide results (summaries only) of all systematic student evaluations of CEU instruction for the current and previous two years. Provide a copy of the evaluation instrument.

VII. STUDENT GUIDANCE AND ADVISING ACTIVITIES

Provide a narrative of all guidance and advising activities for the current and previous two years. Include activities pertaining to assigned advisees and unassigned advisees. Include activities related to career counseling, testing services, advising of non-credit students, and other counseling services.

Provide summary results of all systematic evaluations of Student Guidance and Advising Activities for the current and previous two years by semester in the same reverse chronological order. If summaries are not self-explanatory, provide an explanation of summary results.

VIII. INTERNAL SERVICE - INSTITUTIONAL SERVICE

List all internal service activities for the current and previous two years. Include a brief description and supporting documentation for active participation in college/system committee assignments, workshop facilitation, program development and any other activities related to institutional service, such as librarianship, institutional effectiveness/research, and accreditation activities. Supporting documentation may include letters from committee chair(s) or other committee members, committee evaluation instrument(s), and/or committee minutes.

IX. EXTERNAL SERVICE - COMMUNITY SERVICE

List all external community service activities for the current and previous two years by semester in reverse chronological order. Include a brief description, time allotted to the activity and supporting documentation, such as brochures, programs, and letters.

X. PROFESSIONAL DEVELOPMENT

Give a brief narrative about the importance of professional development/ continuous improvement to your working/teaching responsibilities. List the activities in which you have participated by semester in reverse chronological order for the current and previous two years. Those activities would include workshops, conferences/institutes, and/or courses taken that enhance your job performance. Attach supporting documentation to which you refer in this narrative.

Note: It is important to describe your role/responsibility adequately so that the committee can fully understand the activity.

XI. EDUCATIONAL LEADERSHIP

Submit examples from the current and previous two years. Provide a list and a brief description referenced to the appropriate evaluation and planning document. Include college, division, program, area, discipline, system, or other administrative responsibilities. Attach documentation, such as appointment letters, certificates, and evaluations, and provide summary results of any evaluations.

XII. PERFORMANCE EFFECTIVENESS

Provide a copy of your Annual Faculty Performance Review Rating for the current and previous two years. The college president will provide a list with the number of faculty in each performance review category at the college for the current and previous two years.

Provide copies of any documentation relating to progress toward tenure, such as Second-, Fourth-, or Fifth-Year Reviews.

XIII. LETTERS OF EVALUATION

Include letters from the following in the order indicated:

A. President of the College

B. Assistant Dean*

C. College Advisory Committee on Promotion (CACP) (with committee vote and signature of each member in attendance)

D. [New language in Policy 2.6: The president/ceo of the college has the responsibility for ensuring that each promotion file is complete and contains the advice of the appropriate division chairperson and six or more faculty letters, including at least all Associate and Professor division members located on the same campus. Faculty letters should be addressed and sent to the college president/ceo.] A candidate must solicit letters from Associate and Professor division colleagues on his/her campus. If this does not yield the required six letters, he/she must solicit letters wider in his/her division. For librarians and counselors, the six (6) letters shall include their discipline colleagues with at least associate and professor rank. For librarians, the Learning Resources Unit functions as the division for promotion purposes; any additional letters required to reach the minimum of six (6) shall come from members of the College's faculty, with at least associate professor rank, outside the division.

* If the Assistant Dean is being considered for promotion, the chief academic officer writes this letter.

XIV. ADDITIONAL INFORMATION

Provide additional information which you believe may be of assistance to the committee in making a recommendation. (Examples: special awards such as Great Teacher, Who's Who, or results of Peer Evaluations.)

XV. APPENDIX (optional)

OUTLINE (3):
FORMAT FOR PROMOTION AND REVIEW PORTFOLIO
FACULTY HIRED IN FORMER KENTUCKY TECH SYSTEM OR PRIOR TO 2004 IN A TECHNICAL COLLEGE

INSTRUCTIONS:
Use this format to assemble your promotion review portfolio.

1. Use a three-ring binder with tabs identifying each section required.
2. Provide clear, legible copies of documents.
3. Information should be from the last three academic years (six semesters – fall/spring), which includes the current academic year. This may be supplemented with significant activities and achievements from prior years. All listings should be in reverse chronological order.
4. Verification must be included where indicated.
5. **All required components of the portfolio must be included or addressed.**
6. Eligibility for the year of promotion will include the current academic year. (You can count the year in which you apply.)

A detailed PowerPoint on this format is available at:
http://legacy.kctcs.edu/prodev/promotenure.html

FORMAT:

I. COVER SHEET – Include a cover sheet as follows:

Your Name
Name of the Technical College
Promotional Rank for Which You Are Being Considered

II. LETTER OF APPLICATION – Prepare a letter addressing why you feel you should be considered for promotion.

III. LETTER FROM IMMEDIATE SUPERVISOR (ASSISTANT DEAN OR DEAN OF INSTRUCTION) – The immediate supervisor will provide a letter of evaluation of the faculty member's performance, including a recommendation for the portfolio.

[Note: The President/CEO of the college now has the responsibility for ensuring that each promotion file is complete and contains the advice of the appropriate Assistant Dean and six or more faculty letters, including at least all Associate and Professor division members located on the same campus*. Faculty letters should be addressed and sent to the college President/CEO.]

IV. VITA/RESUME– Prepare a vita/resume including the following documentation.

A. Personal Information
   Full Name
   Current Rank
   Rank Dates: Include
   1. Initial appointment to faculty (formerly Rank III)
   2. Appointment to Assistant Professor (formerly Rank II)
   3. Appointment to Associate Professor (formerly Rank I)

B. Education
   1. List colleges, universities attended, locations and dates; degrees awarded, dates awarded, major(s).

   2. Hours Beyond:
      Provide the number of graduate credit hours in teaching or related subject areas in the following way: (1) in master's degree program, and (2) beyond master's degree. If admitted as candidate for a higher degree, indicate what degree, subject area, college/university, location, and date admitted.

   3. Professional Development: List all professional development during the past three years, including continuing education (total of 25 hours required for each of those years), college courses, workshops, or certifications in specific areas. Must be verified and include certificates of completion for each activity.

   4. Provide copies of transcripts (diplomas) from postsecondary institution, college/university attended. Where applicable, provide high school transcript or GED.

C. Work Experience: Work experience listed here must be field-related. Provide place of employment, address, position held, dates of employment.

D. Teaching Experience: Provide proof of required number of years of teaching experience. KCTCS teaching experience includes teaching in the technical (KY TECH) or community college system prior to the establishment of KCTCS.

E. Awards, Recognitions, Achievements: List, and include documentation for, all awards, recognitions, and achievements received during the past three years.

F. Professional Certifications, Registries, Licensures: Provide organization, dates, identification numbers for all held. Provide documentation (copies of certificates, licenses, or registries).

V. PERFORMANCE EFFECTIVENESS:

A. Include a narrative describing your personal teaching philosophy. Include a description of your teaching style, use of different technologies, and methods of instruction in various courses taught.

B. Provide documentation for each of the following and verification where indicated:

Instructor to Assistant Professor: Required Content

1. Successful completion of mentorship, KCTCS New Teachers Institute or have previous successful teaching experience. Verification required.
2. Student course evaluations. Results must be verified.
3. Personal (annual evaluations).
4. Course syllabi.
6. Classroom observations. Verification required.
7. Advising.
8. Community Service and Institutional Service.

Assistant Professor to Associate Professor: Required Content

1. Student course evaluations. Results must be verified.
2. Personal (annual) evaluations.
3. Course syllabi.
4. Professional development **(25 hours per year)**. Must be verified and include certificates of completion for each activity.
5. Advising.
6. Community Service and Institutional Service.
7. Awards, publications, or presentations.

Associate Professor to Professor: Required Content

1. Student course evaluations. Results must be verified.
2. Personal (annual) evaluations.
3. Course syllabi.
4. Professional development (**25 hours per year**). Must be verified and include certificates of completion for each activity.
5. Advising.
6. Community Service and Institutional Service.
7. Awards, publications, or presentations.
8. Professional memberships.

VI. LEADERSHIP:

Provide Recognized Leadership or System/District Leadership as applicable. Provide verification through available documentation, such as copies of administrative evaluations, letters of appointment to system or college committees, other certificates or acknowledges of community leadership.

VII. MINIMUM TIME IN PREVIOUS RANK:

Provide documentation of time in previous rank.

X. Bluegrass Community and Technical College
Promotion Review Notebook (PRN) Checklist for Integrated Format

Candidate: _____ *Circle Rank Sought: Professor Associate Professor Assistant Professor*

Criteria	Met	N/A	Missing (explanation)/ Needs Work	Plan to Address
Vita				
Current ***official*** **transcript** from each institution attended (incl. current certificates, licenses, registries)				
Personal **Philosophy** concerning role as faculty member				
Complete signed copies of **PPE – planning portion only**				
Narrative summarizing teaching				
List of credit and developmental **courses** taught, credit hours, etc.				
Results (summaries) of systematic student **evaluation** of instruction, include copy of instrument				
List of CEU credit activity (course, CEU's number attending, brief description)				
Results (summaries) of systematic student **evaluation** of CEU instruction, include copy of instrument				
Narrative of **advising/** guidance activities (assigned/ unassigned)				
Summary results of systematic student **evaluation** of advising				
List all **internal service** activities with description				
Supporting **documentation of internal service** (letters,evaluation instruments)				
List all **external community service** with description				
Supporting **documentation of external service** (letters, programs)				
Brief narrative of **professional development**				
Professional development activities				
Supporting **documentation of professional development**				
List and brief description of **educational leadership** activities				
Supporting **documentation of educational leadership**				
Complete, signed copies of **PPE – outcome/rating portion only**				
Second-, fourth-, fifth-year reviews				

General Criteria for Entire PRN

Criteria	Met	Plan to Address
Clear legible copies of all documents		
All listings in *reverse* chronological order		
All information included from last *three academic years*		
Candidate met with division assistant dean after sending PRN through division promotion committee		

- **A PRN Criteria Checklist will be completed by the Assistant Dean after the Assistant Dean and division Advisory Committee on Promotion have proofread each PRN. The Assistant Dean will insert the checklist into the PRN before returning it to the candidate. Each candidate will have opportunities to fine tune the PRN with the assistance of the Assistant Dean and division Advisory Committee on Promotion before it is submitted to the President's Office by the designated due date. The Assistant Dean's signature on the Checklist will verify that the candidate's PRN has passed through the proper channels and meets the promotion content and format guidelines.**

Candidate Signature: _____ **Date:** _____

Division Assistant Dean Signature _____ **Date:** _____

Bluegrass Community and Technical College
Promotion Review Notebook (PRN) Checklist for UK Format

Candidate: _____ *Circle Rank Sought:* *Professor* *Associate Professor* *Assistant Professor*

Criteria	Met	N/A	Missing (explanation)/ Needs Work	Plan to Address
Second-, fourth-year reviews (if applicable)				
Vita				
Complete signed copies of **PPE** forms				
List of credit and developmental **courses** taught, credit hours, etc.				
Summaries of systematic student **evaluation** of instruction				
List of CEU credit activity with description				
Summaries of systematic student **evaluation** of CEU instruction				
Narrative of preparation, grading, curriculum development activities				
Narrative of student guidance/**advising** activities				
Summary results of systematic student **evaluation** of advising				
List all **external community service** with description				
Summary results of systematic evaluation of external service				
List all **internal service** activities with description				
Summary results of systematic evaluation of internal service				
List **professional development** activities				
Narrative summarizing personal efforts toward professional growth and improvement (evaluations if available)				
List all **educational leadership** activities with description				
Summary results of systematic evaluation of educational leadership				
Philosophy				
Other Information				
Official Transcripts of all graduate work				
Copies of **Annual Performance Review Rating**				
Explanation(s) of missing documents and approved leave, i.e. sabbatical, FML				

General Criteria for Whole PRN

Criteria	Met	Plan to Address
Clear legible copies of all documents		
All listings in *reverse* chronological order		
All information included from last *three academic years*		
Candidate met with division assistant dean after sending PRN through division promotion committee		

- **A PRN Criteria Checklist will be completed by the Assistant Dean after the Assistant Dean and division Advisory Committee on Promotion have proofread each PRN. The Assistant Dean will insert the checklist into the PRN before returning it to the candidate. Each candidate will have opportunities to fine tune the PRN with the assistance of the Assistant Dean and division Advisory Committee on Promotion before it is submitted to the President's Office by the designated due date. The Assistant Dean's signature on the Checklist will verify that the candidate's PRN has passed through the proper channels and meets the promotion content and format guidelines.**

Candidate Signature: _____ **Date:** _____

Division Assistant Dean Signature _____ **Date:** _____

XI. Bluegrass Community and Technical College

PROMOTION MATERIALS DISTRIBUTION CHART

PROMOTION & TENURE MATERIALS	CANDIDATE	COLLEGE ADVISORY COMMITTEE ON PROMOTION	ASSISTANT DEANS	DIVISION ADVISORY COMMITTEE ON PROMOTION & TENURE	ACADEMIC DEAN
1. Sample copy of President's Promotion Letter of Invitation to Candidates*	**Via President's Office**	**Via President's Office**	**Via President's Office**	**VIA ASSISTANT DEAN**	**Via President's Office**
2. Copies of Original Promotion Letters of Invitation sent to Candidates from President.		**Via President's Office**	**Via President's Office**		
3. Introduction to Promotion Process*	**Via President's Office**	**Via President's Office**	**Via President's Office**	**VIA ASSISTANT DEAN**	**Via President's Office**
4. Roles and Responsibilities of Divisions, Assistant Deans and Division Advisory Committee on Promotion*	**Via President's Office**	**Via President's Office**	**Via President's Office**	**VIA ASSISTANT DEAN**	**Via President's Office**
5. Prefabricated Promotion Review Notebooks	**VIA ASSISTANT DEAN**		**Via President's Office**		
6. **PRN** Layout Format*	**Via President's Office**	**Via President's Office**	**Via President's Office**	**VIA ASSISTANT DEAN**	**Via President's Office**
7. Promotion Flow Chart*	**Via President's Office**	**Via President's Office**	**Via President's Office**	**VIA ASSISTANT DEAN**	**Via President's Office**
8. Promotion Calendar*	**Via President's Office**	**Via President's Office**	**Via President's Office**	**VIA ASSISTANT DEAN**	**Via President's Office**
9. Preparations for Promotion Review Notebook **(PRN)***	**Via President's Office**	**Via President's Office**	**Via President's Office**	**VIA ASSISTANT DEAN**	**Via President's Office**
10. Promotion Review Notebook (PRN) Criteria Checklist	**Via President's Office**	**Via President's Office**	**Via President's Office**	**VIA ASSISTANT DEAN**	**Via President's Office**
11. Copy of KCTCS policies and procedures pertaining to Promotion Process	**Via President's Office**	**Via President's Office**	**Via President's Office**	**VIA ASSISTANT DEAN**	**Via President's Office**
12. Copy of KCTCS policies and procedures pertaining to Appeals Process	**Via President's Office**	**Via President's Office**	**Via President's Office**		**Via President's Office**
13. Sample letter used to solicit letters of evaluation for Candidates*	**Via President's Office**	**Via President's Office**	**Via President's Office**	**VIA ASSISTANT DEAN**	**Via President's Office**
14. Sample Recommendation Letter Forwarded to the President via College Advisory Committee on Promotion	**Via President's Office**	**Via President's Office**	**Via President's Office**		**Via President's Office**
15. Promotion & Tenure Directives from KCTCS President		**Via President's Office**	**Via President's Office**		
16. Promotion Materials Distribution Chart*	**Via President's Office**	**Via President's Office**	**Via President's Office**	**VIA ASSISTANT DEAN**	**Via President's Office**

*** DENOTES MATERIALS CONTAINED IN PROMOTION AND TENURE GUIDE**