

**PROMOTION DOSSIER  
GENERIC TABLE OF CONTENTS  
2020-2021**

**This Table of Contents should be the first page of the promotion dossier. All materials should be organized in the indicated sequence. Parts II-IV should be tailored to the individual faculty member's activities and contributions. In Part I, faculty members should provide the documentation listed under Part IA if in the first five years of full-time employment, or provide documents listed under Part IB if in sixth or later year of full-time employment.**

**INTRODUCTION**

- N.1 Department Promotion Criteria/Guidelines
- N.2 Promotion Dossier Documentation Checklist
- N.3 Promotion Recommendation Letters and/or Memos

**PART I**

**PART I A - DOCUMENTATION FOR FACULTY IN THEIR FIRST FIVE YEARS OF FULL-TIME EMPLOYMENT:**

- I.1.1 Up-to-date resume
- I.1.2 Change of Status form indicating date of last promotion (if applicable)
- I.1.3 Course approval forms
- I.1.4 Official transcripts of credits earned since initial appointment
- I.1.5 ACCD Employment Contract from first year of full-time tenure-track or annually renewable appointment
- I.1.6 Letter of Notification to chair/supervisor of intent to apply for promotion (dated on or before September 15, 2020)
- I.2.1 Classroom Observations by chair/supervisor/designee for each year (including current year) since initial appointment
- I.2.2 Faculty 180 Portfolios: Include contents of Faculty 180 portfolio for each year (except current year) since initial appointment and also include any Annual Reports prior to initial Faculty 180.
- I.2.3 Peer Review Summaries for each year (except current year) since initial appointment. In years when a Faculty 180 portfolio was submitted, print the peer reviews and add to your dossier.
- I.2.4 Annual Performance Evaluations by chair/supervisor for each year (except current year) since initial appointment. In years when a Faculty 180 portfolio was submitted, print the contents of the chair evaluation and add to your dossier.

**PART I B- DOCUMENTATION FOR FACULTY IN SIXTH OR LATER YEAR OF FULL-TIME EMPLOYMENT:**

- I.1.1 Up-to-date resume
- I.1.2 Course approval forms
- I.1.3 Official transcripts of credits earned since initial appointment or last promotion
- I.1.4 ACCD Employment Contract from first year of full-time tenure-track or annually renewable appointment
- I.1.5 Change of Status form indicating date of last promotion (if applicable)
- I.1.6 Letter of Notification to chair/supervisor of intention to apply for promotion (dated on or before September 15, 2020)
- I.2.1 Classroom Observation by chair/supervisor/designee for year in which promotion is requested
- I.2.2 Faculty 180 Portfolios: Include contents of Faculty 180 for each year submitted since initial appointment or last promotion. Also include any Annual Reports submitted since initial appointment or last promotion.

- I.2.3 Peer Review Summary for the Spring semester prior to the year in which promotion is requested. If a faculty 180 portfolio was completed during AY 2019-2020, print the peer reviews and add to your dossier. However, if submitting a Faculty 180 portfolio during AY 2020-2021, provide memo to that effect.
- I.2.4 Chair/Supervisor Performance Evaluations: Chair/supervisor evaluations from Faculty 180 for each year submitted since initial appointment or last promotion. Also include any Chair/Supervisor evaluations conducted since initial appointment or last promotion but prior to initial Faculty 180 dossier.

**PART II - TEACHING COMPETENCE**

**MATERIALS FACULTY MEMBER DEEMS RELEVANT MAY INCLUDE:**

- II.1 Sample syllabi, assignments, final exams
- II.2 Summaries/analyses of student survey results
- II.3 Curriculum development projects
- II.4 Instructional improvement projects
- II.5 Instructional innovation/distance education projects
- II.6 Advising activities
- II.7 OTHER [any department/discipline-specific activities]

**PART III - SERVICE**


**EVIDENCE OF SERVICE IN THE FOLLOWING AREAS MAY BE INCLUDED. REFER TO DEPARTMENTAL GUIDELINES FOR SPECIFIC REQUIREMENTS.**

- III.1 Service to the discipline/department
- III.2 Service to the college/district
- III.3 Service to the community

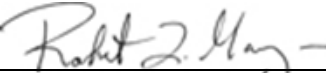
**PART IV - PROFESSIONAL GROWTH**

**EVIDENCE OF PROFESSIONAL GROWTH IN THE FOLLOWING AREAS MAY BE INCLUDED. REFER TO DEPARTMENTAL GUIDELINES FOR SPECIFIC REQUIREMENTS.**

- IV.1 Conference and workshop attendance
- IV.2 Conference and workshop papers/presentations
- IV.3 Grant applications
- IV.4 Membership in professional organizations
- IV.5 Publications
- IV.6 Certifications
- IV.7 OTHER [any department/discipline specific activities]

  
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 Elizabeth Tanner, Vice President for Academic Success

09/01/2020  
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 Date

  
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 Dr. Robert Garza, President

09/01/20  
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 Date