

# Promotions

## 101

### Completing Your Application for Promotion in Rank and Applying for Promotion



Presented by:  
**FA Executive Vice President**  
**SCCC Campus Deans**

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# Introduction

If you are being considered for academic promotion, congratulations! I hope you've enjoyed your time at the college and have come to appreciate all that it has to offer. However, please keep in mind that promotions are not guaranteed and are based not only on time in rank but also on meritorious service to your department and the institution as a whole. Although the FA is not part of the final decision-making process, we are here to advocate for you and assist you through the entire process.

The goal of this document and the promotion workshop is to clarify policies associated with the promotion process as well as to guide you in your preparations.

Faculty who will be going through promotion need to understand the entire process including:

- the role of the College Personnel Committee (CPC)
- educational criteria for each rank
- required years in each rank
- application forms for full-time faculty and for adjunct faculty
- observation/recommendation forms
- Peer Personnel Committee (PPC)
- Promotion Committee
- President's decision

In addition to understanding the promotion process, faculty need to understand the expectations of the Promotion Committee as expectations for faculty seeking promotion differ from rank to rank. Logically, the bar is raised a little higher for each promotion and, in general, the committee looks for sustained leadership within your area or discipline.

I can't emphasize enough the importance of understanding the promotion process and understanding the Promotion Committee's expectations for faculty in their role at the college as it relates to teaching and other duties, service to the college community, and professional growth. For this reason, it is crucial that you attend the promotion workshop annually and speak with your mentor and CPC rep.

Most importantly, do not hesitate to contact me if you have any questions.

In solidarity,

Courtney Brewer  
Executive Vice President & CPC Chair  
[courtneyb@fascc.org](mailto:courtneyb@fascc.org)

# Glossary

Application for Promotion in Rank Full Time Form – the document used by a full-time applicant. This needs to be completed and submitted to the respective campus Executive Dean or Vice President for Central faculty by the June 15 deadline. Campus-based applicants will have their promotion documents reviewed by their campus Executive Dean, and Central faculty will have theirs reviewed by the Vice President who oversees their respective areas.

Application for Promotion in Rank Adjunct Form-- the document used by a part-time/adjunct applicant. This needs to be completed and submitted to Dean Gherardi's office by semester deadline.

Full Time and adjunct faculty must submit the appropriate observation and evaluation forms.

Observation Forms – the document completed and submitted by both the immediate supervisor/chair and peer (who is a member of the PPC). There are different observation forms for each classification at the college which are:

- Classroom Faculty
- Counselors
- Librarians
- Professional Assistants (PAs)
- Faculty Coordinators
- Specialists

Evaluation by Chairperson/Supervisor Form – the document completed and submitted by the immediate supervisor/chair that indicates whether promotion should or should not be recommended for the applicant.

Evaluation by CPC Rep Form (for full-time faculty only) - the document completed and submitted by the CPC representative that indicates whether promotion should or should not be recommended for the full-time applicant.

CPC (College Personnel Committee) Rep for full-time applicants only– the faculty representative who reads through the application form and observation. This person will fill out the Evaluation by CPC Rep form and submit it to the applicant and respective campus dean/vice president.

PPC (Peer Personnel Committee) rep – the person that the applicant chooses to be their peer for their observation. The peer should preferably be a non-administrator within their own department and/or be someone within the same classification. The peer must be member of the FA.

Promotion Committee - The promotion committee consists of the three executive deans, the vice president for academic affairs, the vice president for student affairs, the vice president for human resources, and the vice president for institutional advancement. The committee will review all full-time applications for promotion and decide on recommendations to be made to the college president.

## Promotion Cycle for Full-time Faculty

**Note:** All forms should be submitted as follows (unless otherwise noted on timeline):

Electronic copies emailed from an SCCC email account, to the FA (courtneyb@fascc.org) and to the respective administrative assistant of the campus executive dean or vice president for Central faculty. The administrative assistant will upload all documents to a Teams channel for access by the executive deans, members of the promotions committee, and CPC reps.

Denise Richardson (Ammerman)  
 Laura Doyle (Grant)  
 Mary Reese (Eastern)

All forms will also need to be signed, with hard copies sent to the respective administrative assistant of the campus executive dean or vice president. These forms will be placed in the applicant’s personnel file in the executive dean’s office. Electronic copies should be sent to Courtney Brewer at courtneyb@fascc.org.

<b>March</b>	Faculty are notified if they are eligible for promotion in September of the following year (e.g., you will be notified in March 2023 for promotion in September 2024).
<b>May 15</b>	Eligible faculty must submit a signed copy of the Application for Promotion in Rank Form cover sheet to their academic chair or other direct supervisor and their respective executive dean’s office. Central faculty should submit to their respective vice president.
<b>June 15</b>	A Forms are due at the campus executive dean’s office or vice president’s office (hard copy and electronic) with copies to your immediate supervisor and electronic copies to Courtney.

<b>September</b>	Review and verification of information included in your Application for Promotion in Rank Form by the appropriate academic administrator (chairperson or immediate supervisor).
<b>October/ November</b>	Observation by academic chair/immediate administrative supervisor and FA Peer Personnel Committee (PPC) rep.
<b>November 15</b>	Evaluation by Chairperson or Supervisor Form to be completed, submitted, and signed by administrator and signed by faculty member. Evaluation by CPC Rep Form to be completed, submitted, and signed by CPC rep and signed by faculty member.  Respective Observation Forms completed and submitted by academic chair/immediate administrative supervisor and PPC rep (peer observer). Peer observations <b>are</b> required for full time promotion candidates.
<b>Late November</b>	Executive deans or vice presidents meet individually with their candidates to familiarize themselves with the candidate (candidates responsible for scheduling appointments). All documents must be on file with signatures in hard copy at executive dean's or vice president's office.
<b>Early December</b>	CPC chair and CPC representatives meet with executive dean or vice president to review promotions.
<b>January</b>	Promotion Committee meets to review promotions.
<b>January/ February</b>	Promotion recommendations made to college president.
<b>March</b>	Applicants will be notified about the decision regarding their promotion.
<b>September</b>	Promotions are effective.

# Promotion Cycle for Adjunct Faculty

<b>September/ February</b>	Faculty are notified if they are eligible for promotion the following September (e.g., you will be notified in September 2022 or February 2023 for promotion in September 2023).
<b>October/ March</b>	Application for Promotion Forms should be returned to the Office of Faculty and Professional Advancement on the Ammerman campus (100 Smithtown Science Building).
<b>November/ April</b>	Appropriate observation form by chairperson/supervisor submitted. While it is recommended, a peer observation is not required for adjunct promotion.
<b>November/ April</b>	Evaluation by Chairperson/Supervisor form submitted by administrator.
<b>May/ December</b>	College Associate Dean of Faculty and Professional Advancement reviews all applicants and makes recommendation to vice president for academic and student affairs.
<b>June/ February</b>	College president notifies faculty of his decision.
<b>September</b>	Promotions are effective.

# The Role of the College Personnel Committee

The FA contract indicates the following:

Peer Personnel Committees at the Selden Campus, the Eastern Campus, and the Grant Campus and a College Personnel Committee shall be established by the Association to make recommendations of Unit III personnel to be considered by the Administration on matters involving hiring, promotions, dismissals, and continuing appointments. All college personnel who are members of Unit III or Unit IV or members of the Administrative exempt category shall be evaluated for academic promotion by the appropriate academic peer personnel committee or, where no committee exists, by the College Personnel Committee.

In accordance with this provision in the contract, a College Personnel Committee has been established with the following guidelines and procedures:

The role of the College Personnel Committee (CPC) shall be:

- To act as a liaison between the individual faculty member, the Peer Personnel Committee (PPC), the appropriate administrator, and the appropriate dean.
- To identify faculty members who are in need of assistance and make suitable recommendations.
- To attempt to ensure that all personnel actions are fair and unbiased.
- To aid the faculty member, department, division, campus and college in attaining greater professional growth through an effective evaluation procedure.
- To recommend new policies and procedures concerning hiring, term appointments, promotions, dismissals and continuing appointments.
- To advise and assist faculty who are applying for promotion or who are under consideration for term or continuing appointment.
- To coordinate, collect, review, and make recommendations on PPC operational guidelines and procedures and evaluation procedures.
- To implement procedures to ensure that the integrity of the PPCs is maintained.
- To advise the president of the college on ways to avoid dismissal of faculty on continuing appointment due to financial exigency.

During the promotion process it is the role of the CPC rep to review a candidate's Application for Promotion in Rank Form and peer observations in order to complete the Evaluation by CPC Rep Form. This form outlines, based on information contained within your Application Form, how the candidates meet the requirements for promotion to the rank they are applying to. For this reason, it is incredibly important that candidates meet with their CPC rep prior to submitting their Application Form to ensure that they meet the requirements for the rank they are applying to.

Full-time candidates for promotion who have submitted their application form in the Spring semester will be notified in the Fall semester who their CPC Rep is.

## Educational Requirements

Below are the general education requirements for each rank. Please note there are some variations to these requirements for some areas such as where additional coursework is unavailable (please see Appendix B of this document for those criteria). In addition, faculty may request a substitution of performance/experience for credits toward promotion. Please see Appendix A for a complete list of educational requirements.

The credit substitution form, i.e. the Request for Substitution of Performance/Experience/CEU's/Undergraduate Credit for Credits Toward Promotion, is available on the promotion page of the FA website at [www.fascc.org](http://www.fascc.org).

<i>for promotion to this rank...</i>	<i>you must have earned...</i>
professional assistant 1	bachelors
professional assistant 2	bachelors + 15 credits
assistant professor	masters
associate professor	masters + 18 credits
professor	masters + 36 credits



For faculty hired on or after 8/29/06, there are the minimum education requirements:

<i>for promotion to this rank...</i>	<i>you must have earned...</i>
assistant professor	masters + 6 credit hours to all categories
associate professor	masters + 21 credits
professor	masters + 36 credits or two masters

Adjuncts without a discipline specific master's degree may petition for a waiver of MA specific degree to be eligible for promotion to adjunct assistant professor. The decision of the college is final and nonreviewable.

## Time in Rank Requirements

### Full-time

From Article VII. E. 1. of the collective bargaining agreement: progression from rank to rank is NOT automatic but is based upon meritorious performance of teaching and other duties, service to the college and community & professional growth: the guideline for a full-time faculty member to be considered and recommended for promotion is service in his/her present rank for the following number of years.

- |   |  |
|---|--|
| 1. for promotion to assistant professor:      | three (3) years as instructor  |
| 2. for promotion to associate professor:      | four (4) years as assistant professor                                |
| 3. for promotion to professor:                | five (5) years as associate professor<br>[with mid-term evaluations] |
| 4. for promotion to professional assistant 1: | four (4) years as professional assistant                             |
| 5. for promotion to professional assistant 2: | four (4) years as professional assistant 1                           |
| 6. for promotion to specialist 2:             | four (4) years as specialist 1                                       |

## Part-time

Article VII. E. 3. The guideline for an adjunct faculty member to be considered and recommended for promotion in academic rank is service at SCCC in his/her present rank for the following number of semesters with accumulation of the following number of teaching hours in the academic discipline in which he/she will be considered for promotion.

- |   |   |
|---|---|
| 1. for promotion to adjunct assistant professor:      | ten (10) semesters <b>and</b> thirty-nine (39) teaching hours as adjunct instructor             |
| 2. for promotion to adjunct associate professor:      | fourteen (14) semesters <b>or</b> fifty-four (54) teaching hours as adjunct assistant professor |
| 3. for promotion to adjunct professor:                | eighteen (18) semesters <b>or</b> sixty-nine (69) teaching hours as adjunct associate professor |
| 4. for promotion to adjunct professional assistant 1: | fourteen (14) semesters as adjunct professional assistant                                       |
| 5. for promotion to adjunct professional assistant 2: | fourteen (14) semesters as adjunct professional assistant 1                                     |

# Performance Criteria for Classroom Faculty

Candidates for promotion in academic rank are expected to demonstrate meritorious performance in each of the following categories: teaching (or performance of duties), college/community service, and professional growth. Candidate should differentiate between expected job duties and going above and beyond basic job expectations.

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

## Teaching

- 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, responsiveness to students)
- Ability to prepare students for successful completion of upper-level courses in a sequence
- Ability to explain material with clarity and organization
- Availability to students (e.g. office hours, academic advising above and beyond the minimum required by the contract)

## College/Community Service

**NOTE: Participation in FA events and committees counts as college service.**

- Active service on department, area, campus and college committees, and employee organizations
- Involvement in student activities, clubs, and coaching
- Development of new courses and curricula and/or revision of existing courses and curricula
- Development of outcomes assessment methodologies in courses and curricula
- Involvement in department/discipline assessments: program reviews, SUNY and/or service assessments
- Preparation of grant proposals (getting the grant is a plus)
- Effective leadership in academic departments, activities, and/or coordination of programs/courses

- Leadership in developing partnerships with business, 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 orientation/mentoring programs for new faculty
- Participation in student recruitment and retention efforts
- Professionally related community activities in civic, cultural, educational, and benevolent organizations
- Development and dissemination of new instructional material and techniques

### **Professional Growth**

- Advanced learning through graduate courses, seminars, and workshops
- Training in instructional methodology and/or instructional technology
- Professional awards and honors
- Attendance and presentation at national, regional, and local conferences, seminars, and workshops
- Active membership, service, and leadership in professional organizations
- Evidence of scholarly work in ones' own discipline or interdisciplinary studies or in educational pedagogy
- Publications, including books, articles, manuals, reviews and literary works
- Public exhibits and performances
- Professional work and activities relevant to one's academic discipline

# Rank Specific Performance Criteria

**GENERAL**—As faculty move through the promotion cycle, ascending from instructor to full professor, the expectations at each rank would increase, such that the degree of excellence to be manifested for promotion to full professor would be significantly greater than that required for promotion to assistant professor. There should be evidence of 1) compliance with college policies and procedures; 2) increasing proficiency and versatility in one's teaching; 3) a larger network of college and community service; 4) a demonstrated willingness to assume more responsibility and a greater leadership role; 5) more active and distinguished professional achievement; and 6) exhibiting professional, ethical, and attitudinal qualities that enhance the stature of the college.

## 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 should also have begun to demonstrate some type of leadership role in his/her chosen paths of service.

**PROFESSIONAL GROWTH**—The expectation for this rank should be everything required at the assistant professor rank, but in greater quality and quantity. For example, instead of mere attendance at conferences and workshops, the faculty member should strive to be a presenter at these programs (e.g. the faculty member could show evidence of attempts/application to present at conferences or has presented at the college's Professional Development workshops or conducted TLC presentations). Instead of simply belonging to a professional organization, one should move toward an active role in that organization.

## **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 possible range of courses in his/her discipline, and be capable of responding with skill and self-assurance to the full gamut of students' educational needs. The candidate's classroom performance, in all the key categories, should have an evaluative rating of "excellent." He/she should be someone to whom you would refer a new instructor for peer mentoring and someone whose class you would recommend to a relative or friend.

**COLLEGE/COMMUNITY SERVICE**—The expectation for this rank should be strong, proactive service at the college level, in addition to the department/area and campus levels. The candidate should have a strong and positive campus presence, and be in the process of becoming well known to faculty outside of his/her

department/home campus. He/she should have demonstrated by this time a positive attitude and a leadership role in some form or area of service to the college, and his/ her overall evaluative rating for service should be unequivocally “excellent.”

**PROFESSIONAL GROWTH**—The expectation for promotion at this rank should be everything required at the assistant and associate professor ranks, but in still greater quality and quantity. At this point, there should be evidence of some significant professional accomplishment as appropriate to the changes in the field (e.g. recent attainment of a doctorate or completion of advanced graduate coursework, publications relevant to teaching or to one’s academic discipline, public performances/ exhibits, presentation of papers and/or workshops at national or regional conferences, attainment of a leadership role in a professional organization, development of new instructional methods in one’s discipline).

*NOTE: The question sometimes arises as to whether a candidate for promotion should be “excellent” or “outstanding” in all three categories of teaching, college service and professional growth. The answer is yes, especially with respect to the full professor rank.*

# Guidelines for Non-Classroom Faculty

Navigating the promotion process as a counselor, professional assistant, librarian, coordinator, or specialist is somewhat different than the experience for classroom faculty. The very nature of the various positions that our members hold in these titles means that a standard list of criteria, which applies to everyone who is non-classroom faculty, is not feasible. Service to the college, professional development, and the observation process can all look very different for non-classroom faculty. The following may be helpful to you in working your way through these areas of your application.

**RESPONSIBILITIES**--If you are a non-classroom faculty member or you receive a stipend as part of an appointed position, *make sure* you clearly differentiate between what is expected in your role and what is above and beyond. Work that is part of your daily responsibility is *not* considered above and beyond. In some cases, you may be a one-person department, where you are the only person performing your job. It is very important to make sure the Promotion Committee knows what your job is by providing a concise description of your role, but it is even more important to clearly articulate in your Application Form what you have done *beyond* what is expected of you in meeting your daily responsibilities. This should be the bulk of your Application Form content.

**COLLEGE/COMMUNITY SERVICE**--Committee work is often a way to demonstrate service to the college on your Application Form. This kind of work can be difficult for some non-classroom faculty, depending on their role and their daily schedule. Where possible, volunteering for committee work should be part of your promotion process. Creating and presenting workshops for the Teaching and Learning Center is also a creative way to increase your service contributions

If your work does not bring you into contact with students, co-advising a club or arranging for classroom presentations or club presentations are ways to show outreach to students. Student engagement and retention are the concern of every member of the college's faculty and staff, so these efforts are always impressive. If there is a population or issue that you are passionate about and that the college community can benefit from, focus your efforts around that and be creative.

Demonstrating how you have improved the overall function of your department, or how you have increased the efficiency of a process or a procedure is always an important contribution that you want to highlight. Reorganizing the way records or



information is stored or communicated, creating spreadsheets or databases that are more useful than what was previously in place, creating or improving on a process that increases efficiency or cost savings in your area, or instituting a new process for communicating the work that you are doing to relevant offices at the college are all good examples that you really need to highlight for the promotions committee.

**PROFESSIONAL GROWTH**--Membership in any professional organizations related to your field should be highlighted as professional development, as should attendance or presentations at any conferences that are related to your field. Mandatory trainings should not be included.

**OBSERVATIONS** --All full-time applicants for promotion must undergo a peer observation as well as an observation by their immediate supervisor. In some cases, you may have difficulty in identifying a true peer because you are the only person at the college who is in your role. In these instances, we can work together to identify an appropriate peer to serve as your observer. Please note the peer observation should occur at the same time as the observation by your supervisor, and your peer observer must be a member of the FA.

This brings us to questions about the observation itself. The observation is when your supervisor and your peer observe you carrying out your responsibilities. For classroom faculty, this involves observing a class. For counselors, professional assistants, librarians, and specialists, this is a little more difficult, since your job may involve you working at your desk for most of the day.

To make the observation more impactful, you might consider preparing a Power Point presentation for your peer and your supervisor, and presenting this as part of your observation. You can then review the regular responsibilities of your job as well as highlight your unique contributions to your area. If you would like to discuss ideas on how to make the most of your observation, please contact me at [courtneyb@fascc.org](mailto:courtneyb@fascc.org).

# Developing and Submitting Your Application for Promotion in Rank

No matter what your role is at the college, the Application Form is your application for promotion, and submission of the form triggers the rest of the promotion process.

Each year the college and the FA develop a list of faculty who are eligible for promotion based on the length of time in their current rank. Eligible faculty are notified by mail by the college in March.

It is possible that candidates who meet the criteria for time in rank may not meet the educational requirements; this is something each candidate will need to determine. The educational requirements for each promotional rank are found in this guidebook on pages 8 and 9, and in Appendices A, B and C. Candidates must submit descriptions of proposed courses they intend to take to satisfy any educational requirements to their Executive Dean, or for Central faculty, to the Vice President of Academic Affairs. Candidates have until September 1 of the year in which their promotion takes effect to complete any necessary coursework and have official transcripts placed in their personnel file. Information on appropriate course work can be found in Appendix A.

If you receive notification of your eligibility and feel that you meet the requirements for promotion, you must indicate your intention to apply by completing and submitting the cover page of the Application for Promotion in Rank Form to your immediate supervisor and Executive Dean or Vice President by May 15.

Although your CPC rep and I will be your advocate throughout the process, everything we do must be based on your Application Form. Therefore, you must devote time and energy into developing your application and advocating for yourself. Do not assume that the Promotion Committee understands what you do or its relevance to your area or to the college.

As you are developing your application, be sure to fully describe what you do and how involved you are in both college and community service as well as what you have accomplished in advancing your professional growth. It is also important to demonstrate that work described in your application goes above and beyond that expected as part of your day-to-day professional obligations. *Do not* include things like attendance at graduation, attendance at Professional Development Day, meeting with students

regularly during office hours (if you are classroom faculty), attendance at department or staff meetings, or completion of mandatory online trainings required by the college, as these are all part of your contractual obligations.

Volunteering at events such as graduation, being on the committee that organizes Professional Development Day, or providing or creating professional development opportunities for faculty and staff all *should* be included, as these are examples of service.

Do not assume that the reader of your application understands the work involved in a position you held or a program you were involved in. Take the time to explain the work you do or did starting with your most important achievements. It is not necessary to organize your Application Form in chronological order; it is more important to lead with your most impressive accomplishments. When citing other examples of your work, use “chunky bullets” to organize your examples. Chunky bullets not only state your role but also describe the function of your role and should highlight those qualities required for the rank you are applying to (see the Rank Specific Performance Criteria). For example:

*ineffective:*

Current advisor, Grant Campus chapter of Alpha Alpha Alpha Honors Society

*effective:*

**Advisor/Co-Founder, Grant Campus chapter of Alpha Alpha Alpha Honors Society (2008-2019).** Alpha Alpha Alpha is the national honor society in ecology for community and junior colleges. I co-founded Suffolk’s first chapter with Prof. Smith in the 2008-2009 academic year. Funding was secured by the SCC Association. As advisor I am responsible for recruiting members and verifying that they meet the admission requirements set by the chapter. Inductees organize and participate in public activities that foster awareness to our natural environment and the ecological issues facing Long Island.

In general, the Promotion Committee does not consider work done under reassigned time as above and beyond your normal duties since that work **is** part of your normal duties. In order to include these assignments, you will need to clearly show how you have gone above and beyond what was expected in that role.

Finally, only include accomplishments since your last promotion or, if this is your first promotion, since the time you were hired. As the chair of the College Personnel Committee, I will gladly review your Application Form before it is submitted and provide you with feedback on how to improve the application.

Once your Application Form is complete, it should be submitted no later than June 15 to the executive dean's or vice president's office and to the Faculty Association.

## A Note on Addendums

You may want to include an addendum to your Application Form after it has been submitted. This is done only if you have a *significant* piece of information that you feel should be considered. Examples could include:

- Your Application Form included that you had a conference presentation submission under review, and you subsequently received notification that your submission was accepted for presentation
- Your Application Form included that you were presenting at a professional conference in August, and you subsequently received a recognition for “best presentation”
- Your Application Form included that you had a publication submission which was under review, and you subsequently received notification that it has been accepted for publication
- You have received any professional award or recognition in your field

Application Forms *cannot be amended* once they are submitted.

In some cases, if you anticipate additional promotions in your future (i.e., you are applying for assistant or associate professor, or professional assistant 1), you might consider using the items you were thinking about creating an addendum for in your *next* promotional cycle instead.

# Observation and Evaluation Forms

Full-time faculty who apply for promotion will be observed during the fall semester; adjuncts will be observed in the semester in which they apply. These observations will follow the same protocol as all other observations; however, full-time faculty are **required to have a peer evaluation**. Although it is recommended for adjunct faculty, a peer observation is not required for the adjunct promotion process.

Peer observations should occur simultaneously with the administrative observation. Peers must be current FA members and should be full-time faculty from the same discipline/area as the faculty member up for promotion. Peer observers complete the appropriate observation form and send the signed documents to the executive dean or vice president and to your CPC rep. Observation forms are available online at [www.fascc.org/professional\\_matters/promotion](http://www.fascc.org/professional_matters/promotion).

Once your CPC rep receives copies of your Application Form and your peer observation and meets with you to review your application form, they will complete the Evaluation by CPC Rep Form. The form should be submitted to the executive dean's or vice president's office by November 15 and should highlight and explain how the individual candidates met the performance criteria for the rank they have applied to.

Your chairperson or immediate supervisor also completes their evaluation form and submits it by November 15.

Once the CPC rep, your peer observer, and your chairperson/supervisor submit their observation and evaluation forms, appointments will be made for the CPC rep to meet with the chair of the College Personnel Committee and the executive dean or vice president to discuss your application and the recommendation of the CPC rep. In addition, you will make an appointment with the executive dean or vice president to discuss your application.

# **The Promotion Committee and the President's Decision**

This committee meets during intersession to discuss all full-time promotion applications. Recommendations of the committee regarding the individual applications are then sent to the president for approval. The decision of the president is final and is not subject to grievance under the FA contract.

# Appendix A

## Educational Requirements for Promotion

In the Fall of 1993 the College's VP for Management & Planning, VP for Student Affairs and the Chair of the FA's College Personnel Committee met to codify and put all the promotion "understandings" in one document. During the discussions the FA's Executive Council was apprised of the outcomes. On December 3, 1993 the College's Board of Trustees approved the Educational Requirements for Promotion. Below you will find these requirements, subsequent changes to date and the educational requirements as they apply to various disciplines.

1. An earned Doctorate (i.e., including M.D., D.D.S., J.D., D.V.M., D.O.) from a regionally accredited institution of higher education shall satisfy the requirement for a Master's Degree plus any number of credits.
2. To satisfy the requirement for a Bachelor's, Master's, or Doctoral Degree, said degree must be awarded by a regionally accredited institution of higher education, and it must be in the field of the candidate's primary professional responsibilities.
3. To satisfy the requirement for credits beyond a Bachelor's or Master's Degree, all credits must be in the field of the candidate's primary professional responsibilities, or in areas which are clearly related to the candidate's primary responsibilities (e.g., cognate subjects). **CANDIDATES ARE REQUIRED TO GET PRIOR APPROVAL FROM THEIR EXECUTIVE DEAN BEFORE UNDERTAKING SUCH GRADUATE COURSEWORK.**
4. In special circumstances, up to 25% of the additional credits indicated beyond the Master's Degree may be undergraduate hours in the candidate's field or in an area relevant to the candidate's position at the College.<sup>1</sup> Note that such undergraduate hours must be attained after earning the Master's Degree. In addition, a letter of intent outlining such a program of study must be filed and approved by the appropriate Vice President in consultation with the Chairperson of the College Peer Personnel Committee.

5. Individuals who hold a license, as provided by Article VII of the Education Law (as adopted 1978) which has a prerequisite of a Bachelor's or higher degree, shall be deemed to have satisfied the requirement for 15 credits. (Examples: P.E., Professional Engineering; C.P.A., Certified Public Accountant; C.S.W., Certified Social Worker, Certification in Advance Practice Nursing, Certified Nurse Educator, etc.). Individuals who are National Certified Counselors through the National Board for Certified Counselors (NBCC) shall be deemed to satisfy the requirement for six credits. Individuals who are certified in a specialty area through the NBCC (i.e., in addition to National Certified Counselor status) shall be deemed to have satisfied the requirement for three additional credits. Note that under no circumstances can an individual receive more than 15 credits through any combination of licenses and/or NBCC certification.
6. Individuals whose MFA is substantially equivalent to the NASAD policy statement requirements may apply for a review of his/her MFA course work/performance requirements for the MFA to the VPAA in consult with the FA to determine the educational requirements that have been satisfied for promotion. The decision of VPAA is final & non-reviewable.
7. For adjuncts only hired before 9/1/00, an MA/LS with at least twenty-four (24) credit hours of coursework in the appropriate discipline shall satisfy the requirements for a Master's degree for promotion, allowing the adjunct with these credentials to have the minimum educational requirements to be eligible for promotion to assistant professor. Adjuncts without discipline specific Masters' degree may petition for a waiver of MA specific degree to be eligible for promotion to Adjunct Assistant Professor. Decision of College is final and nonreviewable.
8. Where "experience" can be substituted for course credits, one year of postmasters, external experience shall be counted as the equivalent of one credit, subject to the restrictions stated in (a) - (d) below as determined by the appropriate Vice President after consultation with the Chairperson of the College Peer Personnel Committee. Such experience must be fully documented by the employer in writing, including dates of employment, description of job responsibilities, and number of hours worked per week. Note that work experience used at the time of hiring to bring an individual in a higher step cannot be used as a substitution for course credits. In addition, once an individual is a



full-time employee of the College, he or she may not accumulate more than one-half year of work experience towards promotion in any given contract year.

(a) In the Business-related areas, the experience must be at the managerial level, or involve significant decision-making authority and personnel supervision, or involve the actual performance of professional duties (e.g., in the case of Attorneys or Certified Public Accountants).

(b) In the Engineering-related areas, the experience must involve research and development, or engineering design, or industrial production responsibilities, which are directly related to the subjects being taught at the College.

(c) In the Health-related areas, the experience must involve actual professional practice in the area being taught at the College.

(d) In the Counseling area, the experience must be at a professional level in an area or position which enhances, and is directly related to, an individual's primary work responsibilities at the College.

9. Where "performance" is substituted for course credits (e.g., publication, exhibit, concert, etc.):

(a) The faculty member shall submit formal application with Application for Promotion in Rank form for such substitution.

(b) Every item or event shall be evaluated independently by the appropriate College Administrator and the Peer Personnel Committee, with a recommendation as to credit equivalence.

(c) Final determination credit equivalence will be made by the appropriate Vice President after consultation with the Chairperson of the College Peer Personnel Committee.

10. Where appropriate, up to 25% of the additional credits indicated beyond the Master's Degree may be continuing education credits (CEU's). The formula used in such cases will be 30 clock hours of CEU's for each graduate credit. Requests to substitute CEU's for course credit must be fully documented by the candidate (i.e., description, proof of attendance, number of hours, etc.)

11. In highly extraordinary cases, major publications or exemplary contributions to the fields of research judged to be the equivalent of formal graduate study, may be substituted for part of the coursework (as distinct from degree requirements) indicated. Such substitution shall be permitted only on rare occasions and only when approved by both the appropriate Vice President and the Chairperson of the College Peer Personnel Committee.
12. In all cases where a candidate is requesting to substitute either undergraduate hours, work experience, performance, and/or continuing education credits for graduate credit, the request should first be sent to the appropriate Dean and Vice President for Academic Affairs for campus review. Following this campus review, the request will be forwarded to the appropriate Vice President who, after consulting with the chairperson of the College Peer Personnel Committee, will make a final determination in the matter. Note that, where appropriate, candidates are encouraged to request prior approval for the above- mentioned activities.

<sup>1</sup> Note that a candidate may not substitute more than 50% of the additional credits indicated beyond the Master's Degree through any combination of undergraduate hours, work experience, performance, and continuing education credits.

## Appendix B

### Summary of Educational Requirements Faculty Hired prior to 8/29/2006

Area	Promotion to Assistant Professor	Promotion to Associate Professor	Promotion to Full Professor
General Requirements: Applies to all faculty unless an exception is cited below	Masters	Masters + 18	Masters + 36
English, Art, and Music: Faculty may substitute for general requirements as follows.	Masters or Bachelors +24 and performance	Masters +18 or Masters+ 9 and performance	Masters + 36 or Masters + 21 and performance
Business related areas: Faculty may substitute for general requirements as follows.	Masters	Masters +18 or Masters+ 12 and experience	Masters + 36 or Masters + 24 and experience
Engineering related areas: Faculty may substitute for general requirements as follows.	Masters or Bachelors +24 and experience	Masters +18 or Masters+ 12 and experience or Bachelors +36 and experience	Masters + 36 or Masters + 24 and experience
Health-related areas: Faculty may substitute for general requirements as follows.	Masters or Bachelors +24 and experience	Masters +18 or Masters+ 12 and experience or Bachelors +36 and experience	Masters + 36 or Masters + 24 and experience
Counseling:	Masters	Masters + 18 or	Masters + 36 or

Faculty may substitute for general requirements as follows.		Masters +12 and experience	Masters + 24 and experience
Culinary: Faculty may substitute for general requirements as follows.			

## Appendix C

# Summary of Educational Requirements Faculty Hired on or after 8/29/2006

Area	Promotion to Assistant Professor	Promotion to Associate Professor	Promotion to Full Professor
General Requirements: Applies to all faculty unless an exception is cited below	Masters +6	Masters + 21	Masters + 36 or 2 Masters
English, Art, and Music: Faculty may substitute for general requirements as follows.	Masters or Bachelors +30 and performance	Masters +21 or Masters+ 12 and performance	Masters + 36 or Masters + 21 and performance or 2 Masters
Business related areas: Faculty may substitute for general requirements as follows.	Masters +6	Masters +21 or Masters+ 15 and experience	Masters + 36 or Masters + 24 and experience or 2 Masters
Engineering related areas: Faculty may substitute for general requirements as follows.	Masters +6 or Bachelors +30 and experience	Masters +21 or Masters+ 15 and experience or Bachelors +36 and experience	Masters + 36 or Masters + 24 and experience or 2 Masters
Health-related areas: Faculty may substitute for general requirements as follows.	Masters or Bachelors +30 and experience	Masters +21 or Masters+ 15 and experience or Bachelors +36 and experience	Masters + 36 or Masters + 24 and experience or 2 Masters
Counseling:	Masters +6	Masters + 21 or Masters +15 and experience	Masters + 36 or

Faculty may substitute for general requirements as follows.			Masters + 24 and experience or 2 Masters
Culinary: Faculty may substitute for general requirements as follows.			