

PROMOTION REVIEW NOTEBOOK WORKSHOP

2017 – 2018

Ryan Kelly, CACP Chair

PROMOTION REVIEW NOTEBOOK PREPARATION

- Ultimately, you, the candidate, are responsible for what is in your PRN.
- Pay close attention to the promotion documents for your level of promotion and for the format you are using.
- Be sure to refer to the format guidelines as this PowerPoint is a summary only.

Links to Helpful Documents

- Useful documents can be found at:
 - BCTC Promotion & Tenure Guide
https://bluegrass.kctcs.edu/faculty_and_staff/faculty_resources/index.aspx
 - KCTCS Faculty Promotion Procedures
<https://systemoffice.kctcs.edu/media/academics/Faculty%20Promotion%20Procedures%202017-2018.pdf>
 - KCTCS Promotion Training Materials
https://systemoffice.kctcs.edu/chancellors_office/academic_affairs/promotion_training_materials.aspx

PRN PREPARATION

- Consult your Assistant Dean, members of your division level promotion committee, and the chair of the College Advisory Committee on Promotion.
 - ryan.kelly@kctcs.edu
 - 246-6328
 - MB 232
- It is recommended you have a member of the faculty outside your division review your PRN; you may want to consult with former CACP members.

Criteria – Assistant Professor

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.

Criteria – Associate Professor

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.

Criteria – Professor

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.

INTEGRATED FORMAT

I. COVER SHEET

- Your Name
- Name of the College
- Promotional Rank for which you are being considered

II. VITA

A. Personal Information

- Full Name
- Current Rank
- Rank Dates
 - Initial Appointment to Faculty
 - Appointment to Assistant Professor
 - Appointment to Associate Professor

II. VITA

B. Education

- List colleges, universities attended, locations and dates; degrees awarded, dates, major(s).
- Provide the number of additional graduate credit hours in teaching or related subject areas in the following way:
 1. In master's degree program
 2. Beyond master's degree

II. VITA

C. Current Professional Certifications, Registries, Licensures

- Provide organization and dates for all held
- Remove/black out/white out personal information

D. Experience

- List position, date, and responsibilities of relevant experience

III. TRANSCRIPTS

- Provide **CLEAR** copies of **official** transcripts from each institution attended (remove or black-out SSN).
- 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 (1-2 pages, single spaced)
- May include the following:
 - What is the key to a successful instructor?
 - What is a good learning environment?
 - Who are psychologists, theorists, or educators who have contributed to your philosophy?
 - How does your philosophy mesh with the overall mission and goals of KCTCS?
- Review philosophy statements in sample PRNs

V. PERFORMANCE PLANNING AGREEMENTS

- Provide full copies of the current PPE and of the previous two years (in reverse chronological order).
- Provide a fully executed (and signed) copy of your Annual Faculty Performance Review for the current and previous two years (in reverse chronological order)
- Provide copies of your second and/or fourth-year review
- The college president will provide a Summary Rating list with the number of faculty in each performance review category at the college for the current and previous two years

V. PERFORMANCE PLANNING AGREEMENTS

- It is recommended candidates be evaluated each semester during the three year cycle.
- Candidates are strongly recommended to work in tandem with their Assistant Dean to ensure congruity within their PPE, and to ensure ample percentages are allocated to each category of the PPE

VI. INSTRUCTION

- Provide a narrative summarizing activities in this area. Elaborate upon activities that demonstrate:
 - *quality teaching*
 - *teaching innovations or*
 - *experimental techniques of instruction*
- Be sure the narrative describes what YOU do in the classroom.
 - Assume the committee does not have knowledge of how things work in your area.
 - Describe how you make the subject area come alive for your students.

VI. INSTRUCTION

- Describe your teaching load.
 - Provide a list or table of academic and/or developmental credit instruction activities.
 - List course load and descriptions for semester teaching activities in reverse chronological order.

VI. INSTRUCTION

- Include an explanation for any deviation from a normal teaching load.
 - *Include overloads, but not summer courses.*
- Copies of classroom observations
- Do **not** need to include copies of syllabi unless they document innovative techniques or methodologies of instruction.

VI. INSTRUCTION

- Student Evaluations
 - If student evaluations are missing for a semester, give an explanation for their absence.
 - May also explain low returns on evaluations if necessary
 - It is recommended you be evaluated each semester of the three-year cycle.
- Include a blank copy of all evaluation instruments used.

VI. INSTRUCTION

- Summaries of the evaluations for each course each semester in a single table is helpful.
 - Include the course and section number as well as the number of students who completed the evaluation.
 - For BCTC Forms – provide course section score and use best judgment for other comparison scores (All courses same, All courses this subject, All courses College wide)

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 and unassigned advisees.
- Include the number of students you advise/are assigned to advise per semester and in what academic area(s)/major(s).
- Include advising evaluations.
- Provide an explanation for any missing advising evaluations.

VIII. INTERNAL SERVICE

- Include your official title, description, and role on action teams and committees. Indicate the committee level: area, division, college, system, etc.
- A narrative describing your involvement on a committee is important. Assume reviewers have no knowledge of what your committee does.
- It is good practice to include the number of hours you have spent in your role on the committee (both in and out of meeting times). Do not provide the charge of the committee, explain what YOU do.

VIII. INTERNAL SERVICE (Cont)

KCTCS Administrative Policies and Procedures (2.5) defines institutional service as:

- Evidence of effective participation in college activities appropriate to the growth and viability of the institution and education programs therein
- Activities may include, but are not limited to:
 - Committee involvement, workshop facilitation, continuing education, development of new program proposals, program accreditation, recruitment and marketing, grant proposal preparation, and mentoring of new faculty.

VIII. INTERNAL SERVICE (Cont)

- If you report your involvement on a committee in this area of your PRN, do not report it elsewhere. Double dipping is a big **red flag** and may lead to an impression of making up for unmet PPE percentages.
- Include documentation.
 - Letters from committee chair(s) or member
 - Emails and minutes should only be included if they specifically address your level of involvement on the committee.
 - **Do not include committee lists.**

VIII. INTERNAL SERVICE (Cont)

- Remember, 1% is approximately 14 hours of time per year in an activity (based on 10 month faculty appointment).
- Attending faculty, division, and area meetings is an expectation of internal service. Listing these is not necessary.
- List all activities by academic years in reverse chronological order.

IX. EXTERNAL SERVICE

- Include a description of the activity, your role, and the time spent on all community service activities.
- Include adequate documentation of your activities (no email trails).
 - Brochures
 - Programs
 - Letters
- Highlight any external service activities related to your area or expertise as a faculty member.

IX. EXTERNAL SERVICE

- Leadership in a community service activity should be counted with this category, not in educational leadership. Leadership in community service greatly strengthens this area, especially for associate and professor candidates.
- If an activity is typically a paid activity, but is listed as community service, a note of explanation should be included stating the candidate did not accept payment.

IX. EXTERNAL SERVICE (cont)

- List all activities by academic years in reverse chronological order.
- Remember, 1% is approximately 14 hours of time per year in an activity (based on 10 month faculty appointment).

IX. EXTERNAL SERVICE

KCTCS Administrative Policies and Procedures (2.5) states that community service might include such activities as:

- Serving on community boards, foundations, committees
- Workshop facilitation
- Continuing education or customized industry courses
- Forums and community meetings
- Delivering lectures or seminars
- Arranging fine arts, cultural and recreational events
- Professional assistance
- Working with K-12 schools

X. PROFESSIONAL DEVELOPMENT

- Give a brief narrative about the importance of professional development, continuous improvement, and how it relates to your working/teaching responsibilities.
- In the narrative, it is good practice to refer to those activities you have participated in the current and previous two years.
- Include time spent on all professional development activities. List each activity, be specific. For example, do not state “took a graduate course in the Fall”, list the title of the course and number of credit hours. Typically, a 3 credit hour graduate course is 3%.

X. PROFESSIONAL DEVELOPMENT (cont)

- List all workshops and conferences attended, presentations given, or publications. Indicate if the conference is local, regional, state or national. State the time commitment for each and provide a brief description of the content.
- Include documentation.
 - *Any coursework should be reflected in the transcripts included in your PRN.*
- List all activities by academic years in reverse chronological order.

X. PROFESSIONAL DEVELOPMENT (cont)

- Abstracts of papers presented or published should be placed in the Appendix. Do not include PowerPoints of workshops you attended.
- Leadership seminars should be included in professional development, not Educational Leadership.
- Promotion Training Workshops *may be included* as professional development activities.

XI. EDUCATIONAL LEADERSHIP

- List positions held, describe your responsibilities, and state time commitment. Include program, area, division, college, system, and/or other administrative responsibilities.
- Associate and Professor candidates should have percentages in leadership. This area should show continuous growth. Expansion from division level to college is recommended for Associate level; whereas, expansion from division level to college, system and/or state level is recommended for the Professor rank.

XI. EDUCATIONAL LEADERSHIP (cont)

- For Associate and Professor candidates, demonstration of educational leadership is critical. Include narratives that describe the activities fully; the CACP has only the PRN to use for recommendation for promotion.
- Include documentation such as appointment letters, certificates, evaluations, etc.
- List all activities by academic years in reverse chronological order.
- Do not place activities here that you have already placed under internal or external service.

XI. EDUCATIONAL LEADERSHIP (cont.)

KCTCS Administrative Policies and Procedures (2.5) states:

- The demonstration and evaluation of the educational leadership and service of a faculty member shall be based upon evidence of:
 - Effective participation in activities appropriate to the formation of education policy and faculty organization
 - Effective performance of administrative duties where applicable
 - Recognition of educational leadership

XII. LETTERS OF EVALUATION

- Letters to be included:
 - A. President of College
 - B. Assistant Dean (If the Assistant Dean is being considered for promotion, the chief academic officer writes the letter.)
 - C. College Advisory Committee on Promotion

XII. LETTERS OF EVALUATION (continued)

- A. Six or more letters including at least all associate and professor division members located on the same campus. Letters should be addressed to and sent to the college President. Please include a list of faculty from whom you have solicited letters.
- B. For librarians and counselors, the six (6) letters shall include their discipline colleagues with at least Associate and Professor rank.

XIII. ADDITIONAL INFORMATION

- Include any additional information which you believe may be of assistance to the committee in making a recommendation.
 - Special awards
 - Peer evaluations
 - Written student comments of evaluation of instruction (condense to several per page)
 - External Letters

APPENDIX (optional)

ADDITIONAL SUGGESTIONS

- In general, do not include door schedules, emails, or committee lists in PRN.
- Be sure all transcripts are official. Scanning these may not produce clear copies, originals will be available for the committee to view.
- **Be sure all percentages listed in your PRN match percentages on your PPE.** Be sure all changes to percentages from the planning portion of the PPE to the evaluation portion of the PPE are explained by you and your AD.
- Plan PPE percentages conservatively. Remember 1% is approximately 14 hours (10 month appointment).
- Be sure all explanations of activities are comprehensive. Remember, all the committee has to use for a recommendation is what they read in the PRN.

ADDITIONAL SUGGESTIONS

- Candidates are allowed to parse an activity on their PRN between two or more areas (ex. Internal Service & Professional Development) provided the parsing is also present on the candidate's PPE. Candidates who opt to parse an item need to ensure that (1) they receive the consent of their Assistant Dean and that (2) the activity is one which can clearly be parsed into two categories AND can be easily and thoroughly documented on both the PPE and the PRN. Candidates are strongly advised to work in tandem with their Assistant Dean if they are contemplating parsing an activity on their PRN between two or more categories

ADDITIONAL SUGGESTIONS

- ALWAYS explain any item that is missing from your PRN. Your Assistant Dean may need to write an explanation of why an item is missing depending upon the nature of the situation.
- Any areas of improvement described in annual evaluations or in two/four-year reviews should be addressed. Point out that you have addressed any weaknesses and improved in those areas.
- Candidates are encouraged to become involved in division activities and get to know all members of their division, regardless of campus.
- Use the checklist to be sure all items are present.
- Make sure your PRN looks professional. Eliminate spelling and grammar errors. Organize well.

ADDITIONAL SUGGESTIONS

- Do not use plastic page covers or subsection dividers. Check to be sure tab names are in order of the format.
- Delete all student names or ID numbers from evaluation forms.
- Have a faculty member outside your division review your PRN.
- Review and model exemplary PRN located on the S: drive at <S:\Faculty\Promotion Notebooks>

ADDITIONAL SUGGESTIONS

Electronic Evaluations of Instruction

- Announce evaluations of instruction to your class and share with students the evaluation link. *When you stress the importance of evaluations to students, students respond.*
- Share the evaluation links with students via email. *Either PeopleSoft, Starfish, or Blackboard can be used to send group email to your students.*
- Post the link in your Blackboard Course shells. *Placing the link inside Blackboard is easy—plus this gives students a place they can go to see the evaluation link.*

ADDITIONAL SUGGESTIONS

Electronic Evaluations of Instruction

- In Blackboard, track the students who have clicked the course evaluation link or, via adaptive release, make completion of a course assignments conditional upon clicking the link to the evaluation. *While we cannot force students to complete the evaluation, Bb tracking features allow you to know which of your students have visited the evaluation.*
- Set aside class time to complete evaluations via tablets, smart phone or laptops or send students to open computer labs to complete the evaluation. *Any Internet enabled device can access the student evaluation. Open computer labs are provided for student use on every BCTC campus.*

ELECTRONIC PRN

- All candidates must create an electronic PRN.
- Your final PRN will be posted via **SharePoint**. For assistance with SharePoint consult on-line training at: <https://kctcs.sharepoint.com/sites/tlc/Pages/All-Training-Content.aspx>
- You do not need to scan any item that is already in a form that can be posted. This includes your narratives. For security reasons, it is recommended you post only PDF files.
- Follow naming protocol (documents also available in the Promotion Notebook folder on the S-Drive)
- Post in the order of your notebook and format. **Do not post to SharePoint until you are completely finished and satisfied with your PRN.**
- The chair of the CACP will post all letters sent to the President's office.