

APPLICATION FOR PROMOTION-IN-RANK
FOR
COUNSELORS / LIBRARIANS
AFT BARGAINING UNIT
Academic Year 2012-2013

Name: _____

This application must be submitted to the President no later than **Monday, January 7, 2013**. All responses should refer to activities and developments since your previous promotion or original appointment to the college, whichever is more recent. Please do not attach evaluations or other evaluative documents which are a part of your professional file. The review process involves a consideration of these evaluative materials. Please type.

I hereby apply for promotion-in-rank. (Applicants please note that it is their responsibility to be certain that transcripts are in their official files. If such is not the case, it is the responsibility to the applicant to furnish same to the office of the president.)

I believe that I meet the basic qualifications shown in the latest requirements list as follows:

- A. Education

- B. Scholarships and Professional Growth
 - 1. Additional semester hours (include course names, credits, institutional names and dates).
 - 2. Understanding the philosophy of the college and programs.
 - 3. Publications (Books, Magazines)
 - 4. Participate in seminars, workshops and conferences.

- C. Industrial Experience

- D. Contributions to Student, Department, College and Community Welfare
 - 1. Advancing the best interests and objectives of the college, faculty, and students
 - a. Committee activities
 - b. Participation in community activities
 - 2. Leadership, sponsorship and responsibility in student or faculty extra-curricula activities.
 - 3. Outstanding efforts in special phases of the college programs, publications, placement, and public relations.
 - 4. Special contributions within the department.
 - a. Special projects, programs, etc.
 - b. Furthering departmental relations with the college and student body
 - c. Ready, dependable prompt and accurate assistance in the administrative work of the department
 - 5. Contributions to stimulating growth in teaching skills of others
 - a. Assistance to less experienced or less informed
 - b. Demonstrations (lessons, techniques, use of mechanical aids, etc.)

- c. Participate in panel, forum or assembling programs of educational or cultural nature with the department or on a college wide basis.

E. Miscellaneous

- 1. Length of counseling/library experience
- 2. Other related professional experience

F. I request that the following activities or qualifications, not offered to meet the basic requirement for the promotion, be considered:

Documents in support of the qualifications shown in the application on file in my Professional File or are attached.

Signed: _____

Present rank: _____

Date: _____