**Three Rivers Community College**

**CONGRESS BARGAINING UNIT APPLICATION FOR PROMOTION COMMUNITY COLLEGE FACULTY**

**2020**

Promotion Applications are due in the President’s Office no later than 11:59 PM (midnight) on the first day of the spring semester, **January 22, 2020** **(electronic submission preferred)**. Your responses should refer to activities and developments since your previous promotion or original appointment to the College, whichever is more recent. Before you begin your application, please schedule time in the President’s Office to review and validate your professional file to ensure all evaluative documents are up-to-date for review by members of the Promotion Committee.

Along with your application, additional supporting materials and artifacts may be submitted in any style/format you choose; these supporting materials will be returned to you. Please note that a second set (copy) of your application and all supporting materials is required (which will be added to your professional file) in the following format: single-sided, unstapled, no binder and without plastic sheet protective covers. Both hardcopy and digital formats are maintained on your behalf in the President’s office.

|  |  |
| --- | --- |
| Name: |  |
| Date: |  |
| College: | Three Rivers Community College |
| Date of Last Promotion: |  |
| Present Classification or Rank: |  |
| Seeking Promotion to: |  |

**A. Teaching and Related Responsibilities**

1. In general, how have you demonstrated growth and competence in teaching and other responsibilities?
2. List accomplishments, special projects or unusual work in regard to the items indicated in Article X, Section 1 of the Collective Bargaining Agreement.
3. What activities have you undertaken to maintain contact with your discipline or to develop knowledge in your field or specialty?

**B. Other Assignments**

1. List the college committees on which you have served and briefly describe your work on them.
2. List any student club or organization advisor-ships and describe your work in this role.
3. Have you developed any new instructional techniques, course offerings, or programs?
4. In what community service activities of the college have you participated as part of your regular assignment (not for additional pay)?
5. Indicate any other college service not covered above which you wish to have considered by those reviewing this application.

**C. Supplemental Information to be completed by those seeking promotion to Associate Professor**

 **or Professor**

1. Cite any evidence of your demonstrated growth and effectiveness in community service.

2. Have you engaged in any professional development activities other than those indicated in A3

 above?

3. Outline briefly and specifically your overall contribution to the College. (Attached additional

 sheets if more space is required.)

**D. Supplemental information to be completed by those seeking promotion to the rank of**

 **Professor.**

1. Provide evidence of effective academic leadership.

 Please type your name below.

 Signature: Date:

[ ] I understand that typing my name and checking this box constitutes a legal signature.

 **091719 Updated by President’s Office**