**CSCU**

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

**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. Performance of Duties Outlined in Job Description**

1. In general, how have you demonstrated growth and competence in the performance of the specific

Duties outlined in your job description?

1. List accomplishments, special projects or unusual work undertaken in your primary areas of

responsibility.

1. What activities have you undertaken to maintain contact with your field or otherwise develop

professionally?

**B. Other Assignments**

1. List the college committees on which you have served and briefly describe your work on them.
2. Indicate any other college service not covered above which you believe should be considered by those reviewing this application.

**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