**CSCU**

**AFSCME BARGAINING UNIT APPLICATION FOR PROMOTION**

**COMMUNITY COLLEGE PROFESSIONAL**

Promotion Applications are due in the President’s Office no later than 11:59 PM on **January 22, 2020 (electronic submission is preferred)**. 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 maintained as part of your professional file. 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 this Application, additional supporting materials and artifacts may be submitted, in any style/format you choose, for review and consideration by the Promotion Committee. These supporting materials will be returned to you. Please note that a second set (copy) of all documents is required in the following format: one-side, unstapled, no binder and without plastic sheet protective covers which will be scanned and saved as part of your professional file. Both hardcopy and digital formats will be maintained in the President’s office.

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

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?

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

of responsibility.

3. 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 President’s Office**