**CONNECTICUT STATE COLLEGES AND UNIVERSITIES**

**THREE RIVERS COMMUNITY COLLEGE**

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

**2021 – (UPDATED ON Jan. 8, 2021)**

Promotion Applications are due in the President’s Office no later than 11:59 PM (midnight) on (REVISED DATE: Thursday, February 4, 2021 **(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. Documents that you have previously submitted for a prior approved promotion should not be reused as supporting documentation with a current promotion application.

Before you begin your application, please call or email us to schedule time to speak with a representative of 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. To schedule a virtual meeting, please call or email:

**Judy Hardy at 860-215-9200 or** [**TR-PresidentsOffice@trcc.commnet.edu**](mailto:TR-PresidentsOffice@trcc.commnet.edu)

Along with your application, additional supporting materials and artifacts may be submitted in any style/format you choose; these supporting materials will be evaluated by the Promotion Committee and then returned to you. Please note that a duplicate copy of your application with 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.