**CONNECTICUT STATE COLLEGES AND UNIVERSITIES**

**THREE RIVERS COMMUNITY COLLEGE**

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

**2021 (UPDATED ON 010821)**

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**

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: |  |
| Current 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 below your overall contribution to the College.

**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.

**010821 Updated by President’s Office**