**CONNECTICUT STATE COLLEGES AND UNIVERSITIES**

**THREE RIVERS COMMUNITY COLLEGE**

**AFT BARGAINING UNIT APPLICATION FOR PROMOTION TEACHING FACULTY**

**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: |  |
| Applying for Promotion to: |  |

**I believe that I meet the basic qualifications as outlined below:**

**Minimum Qualifications\* for Faculty – Adopted January, 1995**

|  |  |  |
| --- | --- | --- |
| **Rank** | **Minimum Qualifications\*** | **Standard Equivalencies** |
| Instructor | Master’s Degree\*\* + 0-2 years college teaching | 6th year |
| Assistant Professor | Master’s Degree\*\* + 4-6 years college teaching | 6th and 3 years college teaching, or Doctorate and 2 years college teaching |
| Associate Professor | Master’s Degree\*\* + 7 years college teaching | 6th and 6 years college teaching, or Doctorate and 5 years college teaching |
| Professor | Master’s Degree\*\* + 10 years college teaching | 6th and 9 years college teaching, or Doctorate and 8 years college teaching |

\*The college teaching experience noted above may be adapted to include appropriate work experience

other than teaching for positions in the technologies and occupation programs. Substitutions of related

work experience for college teaching is based upon 2:1 ratio.

\*\*The master’s degree must be in the discipline or a related field.

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| --- |
| ***Applicants, please note that it is your responsibility to be certain that transcripts are in your professional file. If such is not the case, it is the responsibility of the applicant to furnish to the Office of the President.*** |

|  |  |
| --- | --- |
| **Highest Degree Held:** |  |
| **Major Field:** |  |
| **Institution:** |  |
| **Date:** |  |

**Years of Full-Time College Teaching:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution** | **Subjects** | **Dates** | **Years**  **College**  **Teaching** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**\*Indicate whether full-time or part time. If part-time, list number of credits taught.**

**Experience - Use for teaching experience equivalency**

**(2 years of experience equivalent to 1-year college teaching)**

|  |  |  |
| --- | --- | --- |
| **Name of Employer or Company** | **Title and Job Description\*** | **Dates** |
|  |  |  |
|  |  |  |
|  |  |  |

**\*Indicate whether job was full-time or part-time. If part-time, indicate the number of hours per**

**week.**

**Activities or Qualifications**

I request that the following activities or qualifications, not offered to meet the basic requirements for promotion, be considered.

**Teaching Effectiveness: Suggested Items as Outlined in the Contract**

1. Displays Imaginative techniques, effective methods of communication and mastery of subject matter in teaching.
2. Develops and uses innovative teaching materials.
3. Demonstrates an understanding of and encouragement of student growth.
4. Demonstrates commitment of the College mission and the programs.

**Evidence of my teaching effectiveness is as follows:**

**Scholarship and Professional Growth**

**Scholarship and Professional Growth: Suggested Items as Outlined in the Contract**

1. Completion of additional courses and degrees.
2. Honors and rewards received from learned or professional societies.
3. Papers read at meetings of professional or learned societies.
4. Membership and activity in learned or professional societies.
5. Publications including contributions to professional literature.
6. Participation in seminars, workshops, conferences.

**Information in support of my scholarship and professional growth activities is listed below:**

**Contributions to Student, Department and Community Welfare**

**Contributions to Student, Department and Community Welfare: Suggested Items as Outlined in the Contract**

1. Advances the best interests and objectives of the college, the faculty, and the students by active participation in community activities.
2. Provides leadership and sponsorship of student or extra-curricular activities.
3. Demonstrates outstanding efforts in special phases of the college program, publications, placement, public relations, recruitment, and retention.
4. Makes special contributions to the department.
   1. Supervises and prepares laboratory or instructional materials and equipment.
   2. Enhances departmental communications with the college and student body.
   3. Provides assistance in the administrative work of the department.
   4. Contributes to syllabus and curriculum improvement.
   5. Preparation of grant proposal.
5. Contributes to stimulating growth in teaching skills of others by providing assistance to less experienced members of the faculty: demonstrations and participation in panels or forums of educational and cultural nature within the department or on a college-wide basis.

**Particulars regarding my contributions of student, department, college, and community welfare are listed below:**

**Supporting Documentation**

**Documents in support of the qualifications shown in the application are on file in the President’s Office or are attached.**

Please type your name below.

Signature: Date:

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