Promotion Application Guidelines for Community College Professionals

Application question:	Assessment Criteria:	Checklist:	Some Examples:
A. Performance of Duties Outlined in Job Description	**Demonstrated growth and competence aligned with job description**	Professional File contains a full job description	Specific examples showing evidence of growth and responsibility that align with job description
	Demonstrates successful initiatives or improvements in your primary area of responsibility.	Supervisor's Evaluations Stays abreast of advances in technology and campus initiatives and policy changes as they apply to one's position	Positive feedback from supervisors, colleagues, students, or others as applicable. Evidence of work that you have personally engaged in or collaborations with others that have resulted in demonstrable positive change
	Demonstrates growth in profession	Maintains contact with own academic discipline. Engages in professional development activities. Provides evidence of growth in in profession	Takes part in professional development activities such as training, conferences, webinars, etc.
B. Other Assignments	**Demonstrated growth and effectiveness in contributions to other areas of college**	Accomplishments which support the mission, goals and strategic plan of the college	Documents service to college beyond job description
	Service on College Committees	Provides evidence of committee service and participation	Works on college-wide contract, standing, ad hoc , and other committees or task forces
		Provides evidence of activities that support student learning	Is active in social and non-profit organizations in college service area (e.g. advisory board or college outreach programs)
		Effectively performs other duties as President may assign consistent to mission of college	Works with external agencies and organizations
		Engages in activities with community organizations which support the mission, goals and strategic plan of the college	Is active in social and non-profit organizations in college service area (e.g. advisory board or college outreach programs)
			Participates in community activities and organizations where main activity is broadly related to support mission of college
			Initiates, plans, or participates in events or projects that build community on-campus