

# **PROMOTION-IN-RANK**

## **APPLICATION PACKET**

**River Parishes Community College**

Form A

Form B

Rank and Promotion Policy

Timeline

Flowchart

Scoresheet

Appendix A

Appendix B

**VERIFICATION OF ELIGIBILITY FOR PROMOTION  
Part A of Application**

Applicant's Name \_\_\_\_\_

Division \_\_\_\_\_ Date \_\_\_\_\_

**Minimum Time-in-Rank Eligibility Requirement**

Present Rank \_\_\_\_\_

Exact Date of Last Promotion (or Hiring) at RPCC \_\_\_\_\_  
(Attach documentation)

**Minimum Annual Evaluation Eligibility Requirement**

To be eligible for promotion, a Faculty member must have earned "Meets Expectation" (2.50 – 3.49) or above on his/her Annual Evaluation for the last three consecutive years.

Year 1 \_\_\_\_\_ Year 2 \_\_\_\_\_ Year 3 \_\_\_\_\_

**Professional Preparation Eligibility Requirement**

Teaching Discipline \_\_\_\_\_

Highest Degree \_\_\_\_\_  
(Attach transcripts)

Academic areas only:

Number of Graduate Semester Hours in Discipline \_\_\_\_\_

\_\_\_\_\_  
Signature of  
Applicant

Date

**The applicant meets the minimum Time-in-Rank and Professional Preparation Eligibility requirements.**

\_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_

Signature of Academic Supervisor

Date

*APPLICATION FOR PROMOTION-IN-RANK*

**SUMMARY AND DOCUMENTATION  
OF ACCOMPLISHMENTS SINCE LAST PROMOTION  
Part B of Application**

Name \_\_\_\_\_

Department \_\_\_\_\_

Instructions to applicant:

1. In consultation with the Academic Supervisor, complete the Verification of Eligibility for Promotion Form (Part A) and submit it to the Academic Supervisor.
2. Part B of the Application (Summary and Documentation of Accomplishments since Last Promotion) should then be completed and submitted to the candidate's Academic Supervisor.  
NOTE: An applicant must include electronic copies of Part A and B in the parent folder of the final ELECTRONIC portfolio (e-portfolio) submission.

To complete Part B the Applicant must:

1. Prepare an ELECTRONIC portfolio of all information to be considered for promotion. To create a portfolio, the applicant must follow the "Instructions for Using the E-Portfolio Folder System" in Appendix A of this document.
2. This portfolio should be organized in a manner consistent with Section V of the Rank and Promotion Policy. The applicant must include a table of contents or directory in each individual folder (VB1a, VB1b, VB1c, VB2, VB3, VB4, VB5, VB6, and VB7) with a short explanation of each item and the points expected for each one.
3. For Parts VB1, VB2, and VB3, include electronic copies of supervisor evaluations, student evaluations, and all pertinent transcripts or other academic credentials.
4. For Parts VB4, VB5, VB6 and VB7, include electronic copies of supporting documentation for each stated activity.
5. All parts are mutually exclusive of each other, i.e., once an activity has been listed in one part, it may not be listed in any other part.
6. Include a final electronic scoresheet that indicates the requested points under each part. This scoresheet must be placed in the parent folder of the e-portfolio submission.
7. All e-portfolios must be submitted to the Rank and Promotion Submissions folder on the faculty drive by the semester deadline to be considered for promotion. Late portfolios or portfolios that fail to follow the explicit directions above will NOT be considered for promotion.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

**Signature of Academic Supervisor**

**Date Received**

*This application may not be altered after submission to the Academic Supervisor*

**RIVER PARISHES COMMUNITY COLLEGE  
RANK AND PROMOTION POLICY**

**TITLE:** Faculty Rank and Promotion  
**EFFECTIVE DATE:** August 16, 2017  
**OFFICE:** Academic Affairs

**POLICY STATEMENT**

**Faculty Rank**

The Chancellor, upon approval of the LCTCS Board, has the final authority for granting or denying promotion-in-rank. Rules of the LCTCS Board are adhered to in all recommendations for promotion. Promotions approved during one academic year will become effective at the beginning of the contract for the next academic year. All recommendations for promotion are the result of the evaluation selection process, specific guidelines contained in this document, limitation on assignments of ranks and within the funds allocated for promotion.

**Procedures and Specific Information**

**I. Purpose**

The purpose of promotion-in-rank is to provide eligible Faculty with academic rank as an acknowledgment for exceptional teaching, learning, and service to the college and community.

**II. Scope and Applicability**

This policy and procedures document applies to all full-time faculty. It does not apply to faculty who are employed on limited appointments or adjunct faculty members.

**III. Specific Guidelines**

- A. Administrators may earn rank as members of an academic discipline by following the eligibility requirements delineated below.
- B. Prior to the beginning of the promotion process, the college may establish and announce a maximum number of promotions that will be granted during an academic year based on allocated funding.
- C. For the purposes of this policy, a year runs from the first day of the fall semester through the day before the succeeding fall semester, unless otherwise indicated.

## **IV. Eligibility Requirements**

### **A. Minimum Time-in-Rank Eligibility**

To be eligible for promotion, a faculty member must have completed a minimum of three years (six semesters, not including summer) of full-time continuous service in existing rank at River Parishes Community College and/or another institution under the management of the LCTCS Board.

An application for promotion may be submitted at the beginning of the fourth year of employment in one's present rank, in accordance with the established timeline for submitting applications.

### **B. Minimum Annual Evaluation Eligibility**

To be eligible for promotion, a faculty member must have earned "Meets Expectations" (2.50-3.49) or above on his/her Annual Evaluation for the last three consecutive years.

### **C. Professional Preparation for Promotion**

Promotion to the rank of Assistant Professor, Assistant Technical Professor, Associate Professor, Associate Technical Professor, Professor, and Technical Professor is awarded for substantial achievement in the areas of classroom teaching, advising, professional growth, and service to the college and community.

These minimum rank qualifications must be met in every recommendation regarding appointment to academic rank and for promotion in academic rank, or in requested exceptions as provided in the note below. Faculty must demonstrate minimum criteria to be eligible for promotion in rank. Promotion must be sequential in each rank.

#### **1. a. Instructor to Assistant Professor**

- Hold a Master's Degree in his/her field with at least 18 graduate semester hours in the discipline.
- Three years of full-time experience at the instructor rank at RPCC.
- Give evidence of competence as a college instructor.
- Provide evidence of service on one or more College Committees.
- Demonstrate positive involvement in either professional or community activities.

#### **b. Technical Instructor to Assistant Technical Professor**

- Hold an Associate Degree or equivalent in teaching or related field. An associate degree equivalent is
  - 64 college credit hours OR

- 3.5 years of field related work experience plus a certification, apprenticeship, licensure, etc. in teaching field.
- Complete at least two years of full-time, field related work experience.
- Three years of full-time experience at the Technical Instructor rank at RPCC.
- Give evidence of competence as a college instructor.
- Provide evidence of service on one or more College committees.
- Demonstrate positive involvement in either professional or community activities.

2. a. Assistant Professor to Associate Professor

- Hold a Doctorate in his/her field or hold a Master's Degree plus 18 additional graduate semester hours in his/her primary field or in a secondary field;
- Complete five years of full-time college experience, three of which must have been at the Assistant Professor level at RPCC.
- Give evidence of the capacity to teach at a consistently satisfactory level.
- Give evidence of superior service in such areas as scholarship, leadership in a professional organization and community activities.

b. Assistant Technical Professor to Associate Technical Professor

- Hold a Bachelors Degree or equivalent with 12 semester hours in teaching field. An equivalent is:
  - 128 College Credit Hours OR
  - 14,000 hours or 7 years of full-time, field related work experience plus a certification, apprenticeship, licensure, etc. in teaching field.
- Complete at least 2 years of full-time field-related work experience
- Complete five years of full-time college experience, three of which must have been at the Assistant Technical Professor level at RPCC.
- Give evidence of the capacity to teach at a consistently satisfactory level.
- Give evidence of superior service in such areas as scholarship, leadership in a professional organization and community activities.

3. a. Associate Professor to Professor

- Hold an earned Doctorate or terminal degree in his/her area of primary responsibility and complete nine years of full-time college teaching experience, three of which must have been at the Associate Professor level at RPCC.
  - Faculty who hold a Master's Degree plus an additional 30 graduate semester hours will be eligible after one additional year of full-time experience at the Associate Professor level.
  - Faculty who hold a Master's Degree plus an additional 18 graduate semester hours will be eligible after two additional years of full-time experience at the Associate Professor level.

- Demonstrate ability to work constructively with the junior members of the faculty and to assume a leadership role in the work of the College.
- Give evidence of meritorious service to the College beyond those duties directly associated with classroom instruction.
- Give evidence of outstanding service in such areas as scholarship, leadership in professional organizations and community activities.

b. Associate Technical Professor to Technical Professor

- Hold a Master's Degree or a Bachelors degree plus any combination of graduate education or teaching experience above the 10 years equivalent to 60 graduate credit hours:
  - Two years of each additional teaching experience equals 15 graduate credit hours.
  - A maximum of 4 years of teaching experience (the equivalent of 30 graduate hours) may be substituted.
- Complete at least 2 years of full-time field-related work experience
- Complete nine years of full-time college experience, three of which must have been at the Associate Technical Professor level at RPCC.
- Demonstrate ability to work constructively with the junior members of the faculty and to assume a leadership role in the work of the College.
- Give evidence of meritorious service to the College beyond those duties directly associated with classroom instruction.
- Give evidence of superior service in such areas as scholarship, leadership in a professional organization and community activities.

## V. Point System and Criteria for Promotion

### A. Point System

The purpose of the Promotion Committee is to recommend Faculty members for promotion who exemplify high quality performance. The promotion cycle begins on the official first day of the fall semester and runs through summer until the day prior to the official start of the next fall semester. To be eligible, applicants must earn a minimum number of points awarded by the Promotion Committee.

Applicants are awarded points based on documentation of their accomplishments and achievements. Points for the current cycle must be earned since the end of the cycle for the most recently attained promotion (or date of hiring) or within the last eight years of River Parishes Community College employment (with the current year being considered as the eighth year), whichever is more recent.

*Instructor to Assistant Professor* *minimum of 75 points*

*Technical Instructor to Assistant Technical Professor*

*Assistant Professor to Associate Professor* *minimum of 80 points*

*Assistant Technical Professor to Associate Technical Professor*

*Associate Professor to Professor*  
*Associate Technical Professor to Technical Professor*

*minimum of 85 points*

## **B. Criteria for Evaluation of Achievements**

Faculty members applying for promotion in rank will be evaluated on performance and accomplishments as described in this document. Documentation is required for all stated activities.

Each performance category carries a range of points to be awarded. Parts are mutually exclusive of each other. Once an activity has been listed in one part, it may not be listed in any other part.

The following is a description of the seven categories in which candidates will be evaluated:

### **1. Job Performance Assessment Scale for Teaching Faculty (0-57 points)**

- a. Supervisor's performance evaluation of teaching and direct instructional activities based on observation of classroom performance for the last three years. Using the Section A Summary Rating from Faculty Evaluation and Planning Form, the applicant may receive a maximum of 10 points for each of three years (0-30 points). Written explanation of missing observations must be provided.

Outstanding	4.50 - 5.00	10 points per year
Exceeds Expectations	3.50 – 4.49	8 points per year
Meets Expectations	2.50 – 3.49	6 points per year
Needs Improvement	1.50 – 2.49	2 points per year
Unsatisfactory	less than 1.50	0 points per year

- b. Supervisor's performance evaluation of ancillary responsibilities, including service to students, department, division or college for the last three years. This assessment shall be based on the extent to which the applicant performs the responsibilities of his/her job outside the classroom. Using the Section B Summary Rating from Faculty Evaluation and Planning Form, the applicant may earn a maximum of 5 points for each of the three years (0-15 points).

Outstanding	4.50 – 5.00	5 points per year
Exceeds Expectations	3.5 – 4.49	4 points per year
Meets Expectations	2.50 – 3.49	3 points per year
Needs Improvement	1.50 – 2.49	2 points per year
Unsatisfactory	less than 1.50	0 points per year



c. Student's Evaluations

This assessment shall be based on summary reports of student evaluations (as recorded on Question 10: overall quality of instruction) for the last three consecutive years. To produce these reports, applicants must use their student evaluations from the last three years to complete the Excel worksheet entitled "Student Evaluation Score Sheet for Promotion Packet" located in Appendix B in the electronic copy of the Rank and Promotion policy. The completed form should then be placed in the parent folder of VB1c. The applicant may receive a maximum of 4 points for each of the three years (0-12 points).

Excellent	4.50 – 5.00	4 points per year
Good	3.50 – 4.49	3 points per year
Average	2.50 – 3.49	2 points per year
Fair	2.00 – 2.49	1 point per year
Poor	less than 1.50	0 points per year

**2. Job Performance Assessment Scale for Non-Teaching Faculty (0-57 points)**

For non-teaching faculty (e.g. librarians), job performance is assessed solely using an evaluation completed by the immediate supervisor with a maximum of 19 points for each of last three years.

Outstanding	4.50 – 5.00	19 points per year
Exceeds Expectations	3.50 - 4.49	15 points per year
Meets Expectations	2.50 – 2.99	11 points per year
Needs Improvement	1.50 – 2.49	5 points per year
Unsatisfactory	less than 1.50	0 points per year

**3. Additional Evidence of Exemplary Job Performance  
(0-5 points as evaluated by the Promotion Committee)**

The applicant may receive additional points up to a maximum of 5 points based on the applicant's special honors, awards or other evidence of outstanding performance in an area of responsibility. Points may be earned by, but are not limited to, the following: developing an online course, developing a new course or resurrecting a dormant course, developing a service learning course, mentoring adjuncts, receiving a teaching honor or award, demonstrating innovative teaching techniques, serving in a leadership role in a department, creating a new student organization, providing outstanding leadership to a student organization, representing RPCC in the community in a significant way, or other instances of extensive exemplary service to the college or community. Non-teaching Faculty may earn discretionary points by demonstrating excellence in their primary area of responsibility (library, counseling and administration). These discretionary points

are designed to reward applicants for going beyond the normal requirements of their job duties. As such, points will not be given for activities that are considered part of regular teaching duties or responsibilities to the college. These points are voted upon by members of the Promotion Committee, based on the documentation provided by the applicant in the VB3 folder. The total number of points awarded may not exceed 5 points for all years combined.

#### **4. Continuing Academic and Professional Development (0-10 points as evaluated by the Promotion Committee)**

This section requires an evaluation of the continuing academic and professional development of the applicant. Each statement of the work or attendance must be accompanied by documentation.

- a. Study at the graduate/undergraduate level in one's discipline or related area as determined by the Promotion Committee. Each credit hour is valued at two points. All coursework since the applicant's last promotion, or hiring, may be included. (Transcripts must be included to verify.)
- b. Other study such as workshops, training, and seminars in the discipline area or areas related to primary responsibility. Workshops, training, or seminars are defined as educational activities focused on providing new information on one particular subject. These activities may be delivered face-to-face or online. Each appropriate workshop, training, or seminar will be valued at one-half point for each half-day (four hours). Applicants must provide evidence of the number of days/hours of these activities.
- c. Attendance at state, regional, or national conference of professional organization (1 point per day of attendance, maximum of 3 points).
- d. Participation in staff development activities at River Parishes Community College. Examples of staff development activities include but are not limited to talks, presentations, and/or trainings that occur at faculty in-service meetings or monthly faculty meetings. Each hour of attendance at an organized staff development activity will be valued at one-fourth point.
- e. Participation in state, regional or national professional organizations (0-5 points as evaluated by Promotion Committee).
  - i. Officer or editorial staff in state, regional or national professional organization (1 point per state service, 2 points per regional service, and 3 points per national service);
  - ii. Service on a committee of state, regional or national professional organization (2 points per service);
  - iii. Active member of professional organizations (1 point per organization).

## **5. Service to the College and Community – Other than Designated Primary Teaching Responsibilities (0-18 points as evaluated by Promotion Committee)**

Each activity in this category will carry variable points as indicated below and must be completed since the last date of application for most recently attained promotion (or date of hiring) or within the last eight years, whichever is more recent.

- a. Committee assignments. Service as an active member of a Departmental or Level 2 Committee (1 point); College or Level 1 Committee (2 points); or as Chair of a Departmental or Level 2 Committee (2 points); Chair of a College or Level 1 Committee (3 points). These points will be awarded for each full academic year (fall and spring) of service on a committee. Service on some ad-hoc committees and ones that normally only meet for one semester will be treated as service for a full academic year. Committee work excludes routine responsibilities of Faculty (such as exam development and grading). Documentation of committee work should include official minutes, official committee correspondence or work (emails, documents, etc) or explicit documentation from committee chair to verify attendance and active participation;
- b. Faculty Representative (2 points per year);
- c. Grant submission as approved by Vice Chancellor and not prepared on reassigned time (2 points per submission and-max of 4 points per year);
- d. Grant acquisition and implementation, not completed on released time (3 points per grant; maximum 6 points per year);
- e. Publication (book, manual), not produced on reassigned time, used solely by the College (3 points each);
- f. Participation in documented student recruitment activity outside faculty member's official work schedule and outside of Recruiting Committee assignments. (1 point per activity; maximum of 3 points per year);
- g. Presenter at workshops/seminars at the College level (1 point per presentation; maximum of 3 points per year);
- h. Service, on behalf of the College, to a civic/philanthropic organization or to the community (1- 3 points each, depending on extent of service: maximum of 6 points per year);
- i. Service to the community, on behalf of the College, as a presenter at or judge of, a demonstration or exhibition (1- 3 points each, depending on extent of service; maximum of 6 points);
- j. Service on advisory, steering or selection/interview committee for an academic program of River Parishes Community College (1 point each);
- k. Service to the College as a volunteer. (one-fourth point per hour, maximum of 6 points).

**6. Work of Significance to Profession—Area Related to Primary Responsibility (0-5 points as evaluated by Promotion Committee)**

- a. Book focused on area of responsibility and published by recognized professional group or educational publishing company, financed by an entity other than the individual or River Parishes Community College (5 points each);
- b. Book Chapter or professional article published in a peer reviewed journal (3 points each);
- c. Editing work on a book (3 points each);
- d. Creative work performed or accepted by juried competition (1 point each state presentation, 2 points each regional presentation, 3 points each national presentation);
- e. Presentation/seminar given at state, regional or national conference (3 points per presentation);
- f. Research study, instructional material, or training guide designed and completed for use outside the College (3 points each).

**7. General (0-5 points as evaluated by Promotion Committee)**

If allocation of points within Parts 4, 5 or 6 has been exceeded, the applicant will earn up to 5 excess points in this section. Promotion Committee members may award additional points in this category.

**VI. Composition of Committees**

**A. Promotion Committee**

Committee members are appointed by the Chancellor. To be eligible to serve on the Committee, a faculty member must meet the following criteria:

1. Be employed as a full-time faculty member (not a limited appointment);
2. Hold rank of Assistant Professor/Assistant Technical Professor or higher and complete three years of full-time employment as a faculty member at River Parishes Community College;
3. Not be an applicant for promotion during the academic year in which he/she serves on the Committee.
4. Not have served on the Promotion Committee both of the previous two consecutive years.

- B.** The Promotion Committee will be composed of the Vice Chancellor of Instruction and five faculty members to be assigned by the Chancellor. The Vice Chancellor will have an ex-officio role and will serve as a resource to the committee regarding the implementation, interpretation and consistent application of the policy. If the Vice Chancellor of Instruction is a candidate for promotion, the Chancellor shall appoint a senior member of the faculty to serve in this position. The Vice

Chancellor will call the first meeting of the Promotion Committee at which time the chair of the committee will be elected. No member will serve as Chair of the committee for more than two consecutive years.

### C. Promotion Appeals Committee

The members of the Promotion Appeals Committee will be full-time faculty members who have not served on the Promotion Committee during that academic year (when possible). The Vice Chancellor will have an ex-officio role and will serve as a resource to the committee regarding the implementation, interpretation and consistent application of the policy. The committee should be composed of at least five faculty members who meet the following criteria:

1. Be employed as a full-time faculty member (not a limited appointment);
2. Hold rank of Assistant Professor/Assistant Technical Professor or higher and complete at least three years of full time service as a faculty member. (If there is not sufficient faculty at the rank of Assistant Professor/Assistant Technical Professor or higher eligible to serve, then any faculty with at least four years of service shall be eligible to serve.);
3. Not be an applicant for promotion during the academic year in which he/she serves on the Committee.

## VII. Composition of Faculty with Rank

The College should strive for 25-35 percent of full-time faculty at the rank of Associate Professor and 25-35 percent of full-time faculty at the rank of Professor.

### **PROMOTION PROCEDURE**

#### **I. Applicant's Verification of Eligibility by the Vice Chancellor of Instruction**

Faculty members who apply for promotion must complete and submit an application to the Vice Chancellor of Instruction. Copies of transcripts with degrees conferred and verification of the last date of application for most recently attained promotion (or date of hiring) must be attached. The Vice Chancellor is responsible for guaranteeing eligibility for promotion. After approval of this document by the Vice Chancellor of Instruction, candidates for promotion will be notified.

#### **II. Eligible applicants are responsible for the following:**

1) completing the application; 2) submitting documentation; and 3) submitting the application and all supporting documentation to the Vice Chancellor.

The Vice Chancellor is responsible for ensuring that all supporting documentation has been included with the application and submitted to the Promotion Committee in the Rank and Promotion Submissions folder on the faculty drive by the semester deadline. Late portfolios or portfolios that fail to follow the explicit directions located on the form "Summary and Documentation of Accomplishments since Last Promotion" will NOT be

considered for promotion.

### **III. Promotion Committee**

Applications with supporting documentation from all faculty members seeking promotion will be submitted to the Promotion Committee. Applications are confidential.

The Promotion Committee may recommend for removal from consideration any application not meeting the eligibility requirements or the appropriate deadlines. All deadlines will be strictly enforced.

Final evaluation in the Promotion Committee will take place only after each Promotion Committee member has reviewed the supporting documentation of each applicant using the criteria and appropriate point allocation. A final score for each part will be obtained by consensus of the scores assigned by committee members and tabulated by the Promotion Committee chair.

The total score obtained by using this system will serve to determine a faculty member's eligibility for promotion and priority ranking. Rankings will be determined on the basis of points awarded by the Promotion Committee and are subject to the availability of funds and approval of the LCTCS Board of Supervisors. The Promotion Committee chair will complete the priority ranking of each applicant within each academic rank (in descending order of points awarded). Ties in priority rankings must be resolved by consensus of the committee. Each applicant will be assigned a discrete ranking.

Each committee member's Individual Rating worksheets will be signed, collected by the Promotion Committee chair and placed on file in the Vice Chancellor's office and the Office of Human Resources. After notification of promotion, a summary of these forms will be made accessible for review by the applicant for a period of at least one year. The Chair of the Promotion Committee will prepare letters to notify applicants who are not recommended for promotion. These letters will contain recommendations for strengthening the application in the future. The chair will deliver the letters to Human Resources to notify those who are not recommended for promotion, in accordance with established timelines.

### **IV. Chancellor**

In this process, the primary role of the Chancellor is to ensure that guidelines for awarding points have been followed and that the Promotion Committee has evaluated the applications consistently. In situations in which he/she concludes that the guidelines have not been followed or that inconsistencies exist, he/she will immediately return the promotion packet to the Promotion Committee and request that the committee conduct a new review of the applications affected by their decision.

### **V. Promotion Appeal Committee**

An applicant not recommended for promotion by the Promotion Committee may send a written appeal to the Promotion Appeals Committee. The Promotion Appeals Committee will only consider the portfolio materials as originally submitted by the applicant and the applicant may not submit any additional evidence or documentation during the appeals process. The Promotion Appeals Committee may 1) uphold the decision of the Promotion Committee, or 2) recommend that the Promotion Committee revisit its decision. The Promotion Appeals Committee must provide a justification in writing to the Promotion Committee for revisiting the Promotion Committee's decision. The appellant will be notified in writing of the committee's decision. An applicant may only make one appeal each promotion cycle.

The Promotion Committee will receive the recommendations on any appeals from the Promotion Appeals Committee before making its final recommendations to the Chancellor.

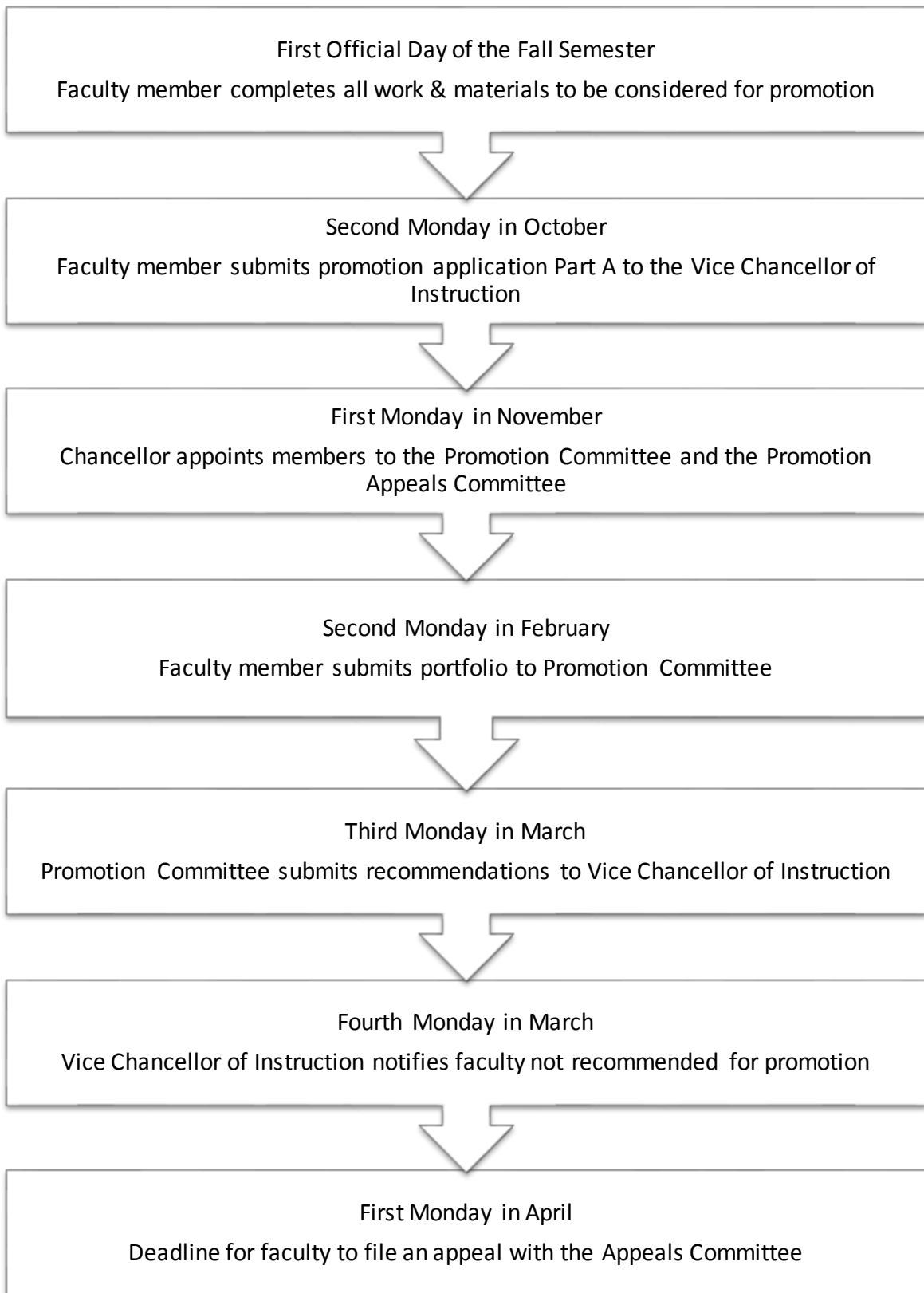
## **VI. Chancellor**

The Chancellor makes the final decision regarding recommendations for promotion to the LCTCS Board. The LCTCS Board must approve all promotions.

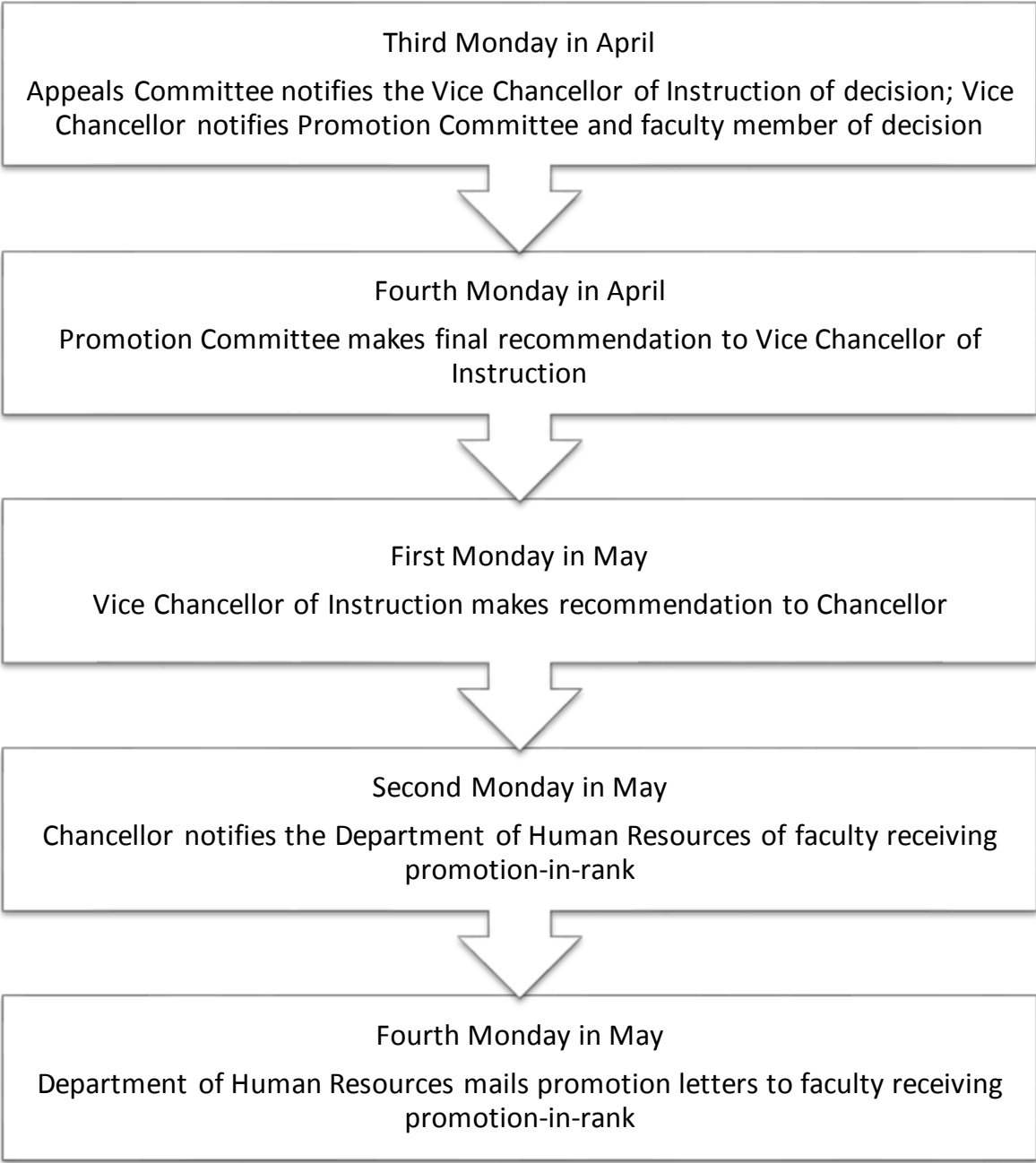
## **VII. Human Resources**

The Department of Human Resources will mail letters of promotion to each applicant receiving a promotion in rank.

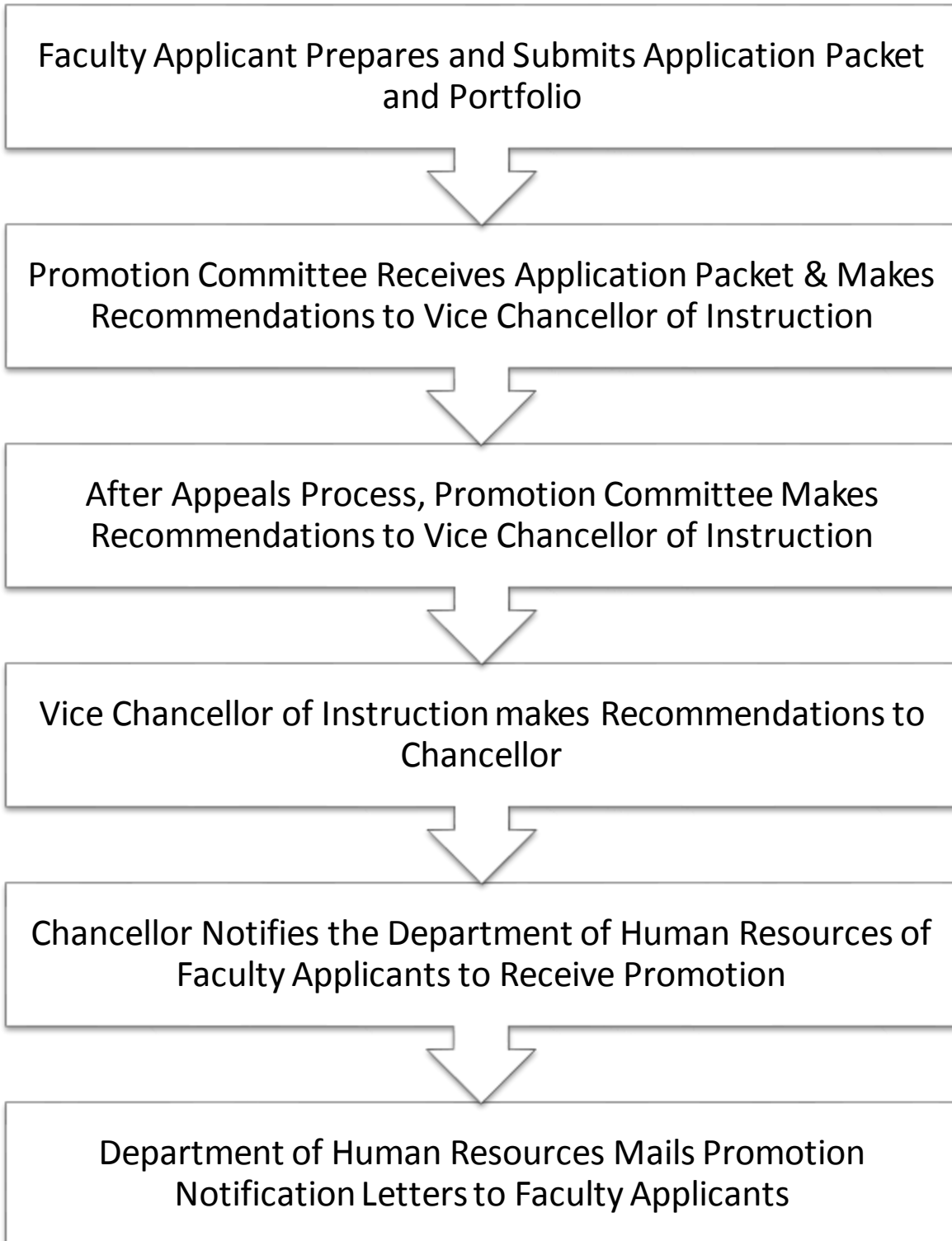
## River Parishes Community College: Promotion-in-Rank Timeline







**River Parishes Community College  
Promotion-in-Rank  
Flowchart**



# RPCC Promotion-In-Rank Scoresheet

(Consult Rank and Promotion Policy for full description of items.)

Instructor to Assistant Professor: Minimum of 75 points

Assistant Professor to Associate Professor: Minimum of 80 points

Associate Professor to Professor: Minimum of 85 points

## Documented Performance Ability (0 - 62 Points)

### V.B.1 Job Performance Assessment Scale for Teaching Faculty (0- 57 points)

#### a. Classroom Observation Summary (0 - 30 Points)

*(Based on Supervisor's performance evaluation. Section A Summary Rating on Annual Faculty PPR Form)*

Outstanding	4.50 – 5.00	10 points per year
Exceeds Expectations	3.50 – 4.49	8 points per year
Meets Expectations	2.50 – 3.49	6 points per year
Needs Improvement	1.50 – 2.49	2 points per year
Unsatisfactory	Less than 1.50	0 points per year

	Year	Rating	Points
Last Academic Year (3rd Year)			
Prior Academic Year (2nd year)			
Prior Academic Year (1st Year)			

**Total of V.B.1.a. Classroom Observation Summary - Not to exceed 30 Points**

#### b. Supervisor's Performance Evaluation of Institutional Service (0 - 15 Points)

*(Based on Evaluation of Institutional Service. Section B summary rating on Annual PPR Form )*

Outstanding	4.50 – 5.00	5 points per year
Exceeds Expectations	3.50 – 4.49	4 points per year
Meets Expectations	2.50 – 3.49	3 points per year
Needs Improvement	1.50 – 2.49	2 points per year
Unsatisfactory	Less than 1.50	0 points per year

	Year	Rating	Points
Last Academic Year (3rd Year)			
Prior Academic Year (2nd year)			
Prior Academic Year (1st Year)			

**Total of V.B.1.b. Institutional Service Summary - Not to exceed 15 Points**

#### c. Student Evaluation (0 - 12 Points)

*(Based on summary reports of student evaluations.)*

Excellent	4.50 – 5.00	4 points per year
Good	3.50 – 4.49	3 points per year
Average	2.50 – 3.49	2 points per year
Fair	1.50 – 2.49	1 points per year
Poor	Less than 1.50	0 points per year

	Year	Rating	Points
Last Academic Year (3rd Year)			
Prior Academic Year (2nd year)			
Prior Academic Year (1st Year)			

**Total of V.B.1.c. Student Performance Evaluation - Not to exceed 12 Points**

**Total of V.B.1. Performance for Teaching Faculty - Not to exceed 57 Points**

**V.B.2 Job Performance Assessment Scale for Non-Teaching Faculty (0- 57 points)**

*(Based on Supervisor's Assessment of Job Performance on annual evaluation )*

Outstanding	4.50 – 5.00	19 points per year	
Exceeds Expectations	3.50 – 4.49	15 points per year	
Meets Expectations	2.50 – 3.49	11 points per year	
Needs Improvement	1.50 – 2.49	5 points per year	
Unsatisfactory	Less than 1.50	0 points per year	

	Year	Rating	Points
Last Academic Year (3rd Year)			
Prior Academic Year (2nd year)			
Prior Academic Year (1st Year)			
<b>Total of V.B.2. Supervisor's Performance Evaluation - Not to exceed 57 Points</b>			

**V.B.3. Additional Evidence of Exemplary Job Performance (0 - 5 Points as evaluated by the Promotion Committee)**

*(Based on documentation provided by the applicant.)*

<b>Total Additional points - Not to exceed 5 Points</b>	
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**Total Points V.B.1, V.B.2, and V.B.3**

<b>Total of Documented Performance Ability - Not to exceed 62 Points</b>	
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**V.B.4. Continuing Academic & Professional Development (0 - 10 Points as evaluated by the Promotion Committee)**

	Points
a. Study at the graduate/undergraduate level (Each credit hour = 2 points)	
b. Workshop/seminars in discipline area (Half day [four hours] = 1/2 point)	
c. Attendance at state, regional, or national conference of professional organization (1 point per day of attendance , maximum of 3 points)	
d. Participation in staff development activities at RPCC. (1 hour = 1/4 point)	
e. Participation in Professional Organizations (0-5 points as evaluated by the Promotion Committee)	
i. Officer or editorial staff in state, regional or national professional organization (1 point per state service, 2 points per regional service, and 3 points per national service)	<input type="text"/>
ii. Service on a committee of state, regional or national professional organization (2 points per service)	<input type="text"/>
iii. Active member of professional organizations (1 point per organization)	<input type="text"/>
<i>total of i, ii &amp; iii not to exceed 5 pts</i>	

<b>Total of V.B.4. Continuing Academic &amp; Professional Development - Not to exceed 10 Points</b>	
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**V.B.5. Service to the College & Community - Other than Designated Primary Teaching Responsibilities (0 - 18 Points as evaluated by Promotion Committee)**

	Points
a. Level 2 committee (1 point); College or Level 1 Committee (2 points); or as Chair of a Departmental or Level 2 Committee (2 points); Chair, College or Level 1 Committee (3 points). Committee work excludes routine responsibilities of Faculty (such as exam development or grading)	
b. Faculty Representative (2 points per year)	
c. Grant submission as approved by Vice Chancellor and not prepared on reassigned time (2 points per submission and-max of 4 points per year).	
d. Grant acquisition and implementation, not completed on released time (3 points per grant; maximum 6 points per year)	
e. Publication of book or manual used solely by College (3 points each)	
f. Participation in student recruitment activity on own time (1 point per activity; max 3 points per year)	
g. Presenter at workshops/seminars at College level (1 point per presentation, max 3 points per year)	
h. Service, on behalf of the College, to community, civic/philanthropic organization (1-3 points each, depending on extent of service; max 6 points)	
i. Service to community, on behalf of the College, representing RPCC as a presenter or judge of a demonstration or exhibition (1-3 points each, depending on extent of service; max 6 points).	
j. Service on an advisory, steering or selection/interview committee at the College (1 point each)	
k. Service to College as a volunteer ( 1/4 point per hour, max of 6 points)	
<b>Total of V.B.5 Service to the College &amp; Community - Not to exceed 18 Points</b>	

**V.B.6. Work of Significance to Profession - Area Related to Primary Responsibility (0 - 5 Points as evaluated by Promotion Committee)**

	Points
a. Book published (5 points each)	
b. Book chapter or professional articles published in peer-reviewed journal (3 points each)	
c. Editing work on a book (3 points each)	
d. Creative works performed or accepted by juried completion (1 point each state, 2 points each regional, 3 points each national)	
e. Presentation/seminar given at state, regional or national level (3 points each presentation)	
f. Research study/instructional aid designed and completed for use outside the college	

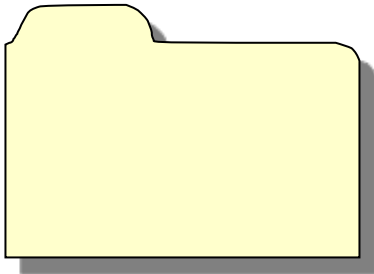
<b>V.B.7. General (0 - 5 Points as evaluated by Promotion Committee)</b>										
<i>(Based on exceeded allotment of points in Sections V.B.4, V.B.5. or V.B.6.)</i>										
									<b>Points</b>	
<i>Total of V.B.7. General - Not to exceed 5 points</i>										
<b>Grand Total (100 Points possible)</b>										

## Appendix A:

### Instructions for Using the E-Portfolio Folder System

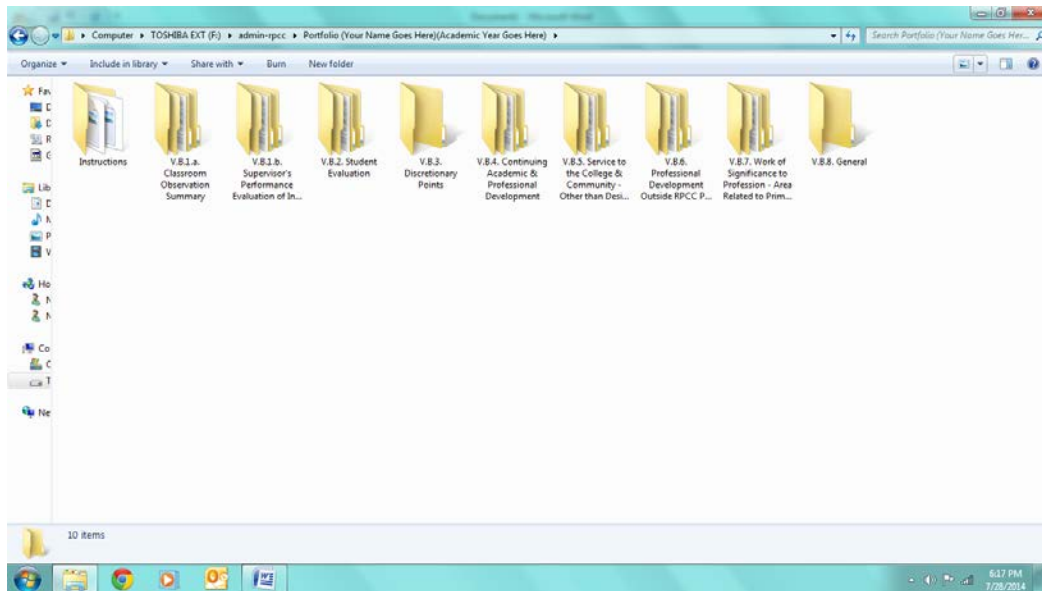
To use the E-Portfolio Folder System, follow the instructions below.

1. Please add your name to the E-Portfolio Folder
2. Please add the Academic Year for your submission to the E-Portfolio Folder



E-Portfolio (Name Goes Here)  
(Academic Year Goes Here)

3. Inside the main E-Portfolio folder there are subfolders which match each major category listed on the Scoring Sheet. There are also folders inside each subfolder which match each minor area listed on the Scoring Sheet.



4. Pdf documents are preferred for source documents. Documents in word (such as narrative descriptions) and excel (for, say, accumulation of student evaluations) should be saved in read only format.
5. Place the documents that you want to use for each category in the appropriate folder. For example, if you have documents that pertain to category V.B.1.a. Classroom Observation Summary, you would deposit them in the folder with the same name.

6. Include a table of contents or directory in each individual folder (VB1a, VB1b, VB1c, VB2, VB3, VB4, VB5, VB6, and VB7) with a short explanation of each item and the points expected for each one.
7. Save your completed E-Portfolio to your computer.
8. Transfer the contents of your e-Portfolio to the faculty drive on campus by the required deadline.
9. Questions regarding the use of the E-Portfolio Folder System (or suggestions for improvement) can be directed to Dr. Esperanza Zenon at [ezenon@rpcc.edu](mailto:ezenon@rpcc.edu).



## **Appendix B:**

### **Student Evaluation Score Sheet for Promotion Packet**

**(Click on icon below to get to the Excel Worksheet)**



Student Evaluation  
Score Sheet for Pron

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#### **Instructions:**

There are 4 tabs in the worksheet: Overall Score, 1<sup>st</sup> Year, 2<sup>nd</sup> Year, and 3<sup>rd</sup> Year.

The Overall Score tab shows the Question #10 and the numerical value assigned to each response: Poor = 1, fair = 2, average = 3, good = 4, excellent = 5

It will calculate the Overall Scores from the other three tabs. NOTHING needs to be done on the Overall Scores tab.

For each year tab, the Class and Section can be put in for each semester, and the number of responses for Question #10 can be entered for each category (poor, fair, average, good, excellent). The spreadsheet will then add up the number of responses and take a weighted average of the number of responses to the numerical value of the category from the first tab. That average will be done for each class and section. There is also the yellow highlighted overall average that will calculate an average of the averages for each class and section you have. Those overall averages are reflected on the first tab (overall scores).

NOTE: A faculty member will need to make changes to the spreadsheet if another column has to be created for an additional class and section or if a column has to be removed. If a column has to be added, the calculations will have to be dragged over for the Total Responses and Avg. Response boxes.

**If you have questions about how to use this worksheet, direct them to Jared Eusea at [jeusea@rpcc.edu](mailto:jeusea@rpcc.edu)**