

EMPLOYEE PERFORMANCE RANK AND PROMOTION



Human Resources

Regulation No: DLC (Regulation)

Effective Date: 5/1/2023

1. PURPOSE

This regulation's purpose is to establish the guidelines for preparation and review of applications for faculty promotion.

2. RANK AND PROMOTION TASK FORCE

Should the Standing Rank and Promotion Committee (SRPC) receive more than twenty promotion portfolios in a year, Rank and Promotion Task Force(s) may be formed that adhere to the same requirements as the SRPC with the exception that all members will serve only one academic year.

3. PORTFOLIO GUIDELINES

According to DLC (Local), a faculty member applying for promotion must submit a portfolio that describes the faculty member's teaching philosophy, teaching effectiveness, service to College of the Mainland, and professional development. The portfolio must provide evidence supporting those descriptions. No department, committee, or administrator may require applicants to provide more than the maximum number of pieces of evidence or to write longer narratives than those described in these guidelines; however, all faculty should take care to include a diverse selection of evidence that promotes a comprehensive evaluation of their performance.

The portfolio must include:

3.1 Teaching Philosophy

- a) In 250 to 750 words, describe your teaching philosophy. Include in your response how your philosophy aligns with the college's mission and any development or changes since last rank.
- b) Provide up to three (3) pieces of evidence of support.

3.2 Teaching Effectiveness

- a) In 250 to 750 words, describe how you plan, prepare, and implement effective instruction. Describe how you have used student evaluations/feedback, annual performance evaluations, assessment, observation, and/or professional development activities to improve instruction. Focus should be on changes since last rank.
- b) Provide 3 to 10 pieces of evidence as support. Possible items for inclusion are:
 - Syllabus and course calendar (required)
 - Course evaluations—no more than one evaluation from any semester and must span the period of time since last rank (required)
 - Classroom observations from supervisor (required)
 - An example of notes used for presentation of material
 - Example of improved assignments or syllabus changes

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- PowerPoint or other learning aid you created, e.g., an instructional video or online activity
- Notes from materials reviewed or considered for adoption
- Thank-you notes from students
- Quotations from Instructor of the Year nominations
- Classroom observations from peers.

3.3 Service to College of the Mainland

- a) In 250 to 750 words, describe service to College of the Mainland and the community.
- b) Provide 3 to 10 pieces of evidence as support. These may include but are not limited to:
 - Minutes from committee meetings showing participation/leadership
 - Flyer or program from student activity the faculty member organized, participated in, or advised
 - Evidence of service as a representative of the College to external organizations
 - Letters of recommendation from college personnel that discuss the faculty member's college or community service
 - Emails demonstrating participation in college activities or community service.

3.4 Professional Development

- a) In 250 to 750 words, describe professional development activities that have helped improve your instruction, college, or community service, and/or knowledge and skill in relevant areas of expertise.
- b) Provide 3 to 10 pieces of evidence as support. Focus should be on development since last rank. These should include:
 - Program from a professional conference attended or presented at
 - Workshops conducted
 - Publications
 - Notes from research, reading, or conference attendance
 - Program or certificate of completion from webinars or other training
 - Evidence of further education or certification earned
 - Documentation of relevant activities conducted while on development leave
 - Evidence of projects, performance, field work, or any other activity that contributes to your field.

4. RPC VOTING AND REVISIONS

The department chairperson shall provide the Rank and Promotion Committee (RPC) with a brief summary of the candidate's annual performance evaluations in order to identify the candidate's history of compliance or non-compliance with College District policies and documented performance expectations.

The decision of the committee members shall be based solely upon the content of the portfolio and the chairperson's summary of the candidate's compliance with College District policies. Members of the RPC will score each of the four components of the portfolio on a scale of 1-3. A score of 1 indicates that a component is unacceptable. A score of 2 indicates that revision is needed. A score of 3 indicates that the component is satisfactory.

To determine a candidate's total score for each component, all seven (7) reviewer's score will be added together:

Score	Determination
7-11	Fail
12-18	Needs revision
19-21	Pass

If a candidate receives a score of 19 or above on each of the four portfolio components, promotion will be recommended.

If a candidate receives a score of 12-18 for one component and the other three receive 19 or above, the candidate will have the opportunity to revise the single non-passing component. The candidate's department chair shall inform the candidate of the committee's decision within three (3) business days. The candidate shall be provided with the committee's feedback and must submit revisions to the candidate's department chair no later than ten (10) business days after receiving the committee's feedback. The RPC shall only accept revisions made to the single component in question. Should the RPC's review of a revised portfolio component result in a score of "needs revision" or "fail" promotion shall not be recommended. Revisions received after the 10th day shall not be considered.

If a candidate receives a score of 12-18 in two or more portfolio components or a score below 12 for one or more component(s), the RPC will recommend that promotion not be awarded.

5. ONE-TIME MERIT PAYMENT

Faculty promoted to Associate Professor will receive a one-time merit payment of \$2500.00. Faculty promoted to Full Professor will receive a one-time merit payment of \$5000.00. All merit payments are contingent upon approval of the Board of Trustees.

6. REGULATION OWNER

Executive Director of Human Resources

7. FORMS/REFERENCE/EXHIBITS

DLC (Local) - *Employee Performance: Promotion and Demotion*

DLC (Exhibit) - *Standardized Portfolio and Rubric*