

**Kettering College**  
**Promotion in Rank: To Assistant Professor**

**Applicant:** \_\_\_\_\_

**Evaluation Completed By:** \_\_\_\_\_

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

**Potential Applicants must first fill out a data sheet of intention and send to the Chair of the Promotions committee. The applicant must then make an appointment and meet with the Dean of Academic Affairs for determination for eligibility for promotion. The dean will then notify the Promotion Chair about the applicant's eligibility for promotion. If the applicant is not eligible, the promotion process cannot go forward.**

**There are six areas of criteria for promotion which include:**

- Experience and Educational Background
- Teaching
- Student Development
- Assessment and Evaluation
- Scholarship and Professional Growth
- Service

**ITEMS IN THE PORTFOLIO SHOULD BE ARRANGED AND ORGANIZED IN THE FOLLOWING ORDER:**

| <b>Minimum Criteria for promotion to Assistant Professor:</b>  | <b>Meets Expectations</b> | <b>Comments</b> |
|--|---------------------------|-----------------|
| <b>Experience and Educational Background</b>   |                           |                 |
| Introductory Section <ul style="list-style-type: none"> <li>• Table of Contents</li> <li>• Data Sheet               <ol style="list-style-type: none"> <li>a. Name</li> <li>b. Current Rank</li> <li>c. Years at Present Rank</li> <li>d. Years of teaching experience</li> <li>e. Type of contract, e.g. clinical coordinator, library faculty, academic support coordinator, teaching faculty</li> </ol> </li> <li>• Curriculum Vitae</li> </ul>   |                           |                 |
| 1. Minimum of four years held at the Instructor rank.  |                           |                 |
| 2. Master's degree and four years of full-time college teaching experience <b>OR</b> Doctorate degree and one year of full-time college teaching experience.   |                           |                 |
| 3. The faculty member must be performing satisfactorily as indicated by Kettering College Faculty Development Plan and must have been formally evaluated in the previous evaluation period. <ul style="list-style-type: none"> <li>• As documented in a letter of confirmation from applicant's administrator. (This letter should be submitted directly to the Promotions Committee chair.)</li> </ul>  |                           |                 |
| <b>Teaching</b>  |                           |                 |
| 1. Documented demonstration of the design, implementation, and assessment of learning facilitation. <ul style="list-style-type: none"> <li>• A statement of personal philosophy of teaching</li> </ul> * Definition of Teaching:<br>Teaching is the design, implementation and assessment of learner-centered experiences that promote lifelong learning in students. <ul style="list-style-type: none"> <li>• <b>Samples</b> (copies) of items that <b>best</b> exemplify teaching facilitation performance and outcomes</li> </ul> |                           |                 |

| Minimum Criteria for promotion to Assistant Professor:  | Meets Expectations | Comments |
|---|--------------------|----------|
| <p>(learning experiences, learning activities, homework assignments etc. developed by applicant</p> <p>2. Documentation of completion of official Peer Review of teaching process by a college approved reviewer. (See Policy: definitions: 8. Peer review, page 3)</p> <ul style="list-style-type: none"> <li>• Teaching awards &amp; recognition</li> </ul>   |                    |          |
| <b>Student Development</b>  |                    |          |
| <p>1. Self-assessment of relationships with students</p> <p>2. Letter from peer that addresses: Relationship with students (Peer should have at least the same rank as the applicant for promotion—Instructor or higher.)</p>   |                    |          |
| <b>Assessment and Evaluation</b>  |                    |          |
| <p>1. Documented demonstration of assessment and evaluation tools to assess/evaluate student learning (tests, paper, discussion rubrics, and/or other creative assessment/evaluation methods.</p> <p>2. Results of course evaluations by students</p> <p>3. Self-assessment of teaching performance that includes addressing areas on course evaluations that do not have consistently high scores and/or peer evaluation suggestions for improvement.</p>  |                    |          |
| <b>Scholarship and Professional Growth</b>  |                    |          |
| <p><i>Scholarship</i></p> <p>1. Evidence of active engagement in scholarship in area of specialization.</p> <ul style="list-style-type: none"> <li>• Active engagement in the scholarship of Teaching <b>AND</b> one of the other three categories of scholarship (Discovery, Integration, or Application).</li> <li>• These two (at minimum) scholarship activities should be completed while at the rank of Instructor.</li> </ul>  |                    |          |
| <p><i>Professional Growth</i></p> <p>1. Evidence of ongoing professional development demonstrated by facilitating developmental activities, workshops, conferences, seminars, or other types of in-service activities.</p> <ul style="list-style-type: none"> <li>• Self-assessment of continuing educational efforts within the discipline and the field of education</li> <li>• A plan for continued growth both in the discipline and for becoming a better facilitator of learning</li> <li>• Copies of clinical/professional credentials</li> </ul>          |                    |          |
| <b>Service</b>  |                    |          |
| <p>1. Evidence of active involvement in college activities including the governance process.</p> <ul style="list-style-type: none"> <li>• A letter from the chair of the college committee/s the applicant has served on indicating participation in and contribution to the work of the committee must accompany the application for promotion.</li> <li>• Self-assessment of how the applicant's performance has contributed &amp; will continue to contribute to the strength and development of the applicant's specific program &amp; the college</li> </ul> |                    |          |
| <p>2. Evidence of service that may include local community, educational, civic, church, national and international organizations.</p>   |                    |          |

Assistant: evaluation tool developed 1/25/06 based on promotion criteria approved by College Senate 11/3/04, Revised October 2006, College Senate approval 3/14/07; Revised February 2009; Revised March 2013; Revised February 2022

| Minimum Criteria for promotion to Assistant Professor:  | Meets Expectations | Comments |
|---|--------------------|----------|
| <b>Overall Assessment of Essential Performance Areas: Assistant Professor</b>   |                    |          |
| Conclusion: reflection by applicant 1) on items chosen for portfolio and why they were chosen and 2) what was learned in the development of the portfolio |                    |          |

Recommendation of Promotions Committee:

Date: \_\_\_\_\_

Recommended without reservations \_\_\_\_\_

Recommended with reservations \_\_\_\_\_

List reasons

---



---

Do not recommended promotion \_\_\_\_\_

List reasons

---



---