PROMOTION-IN-RANK

APPLICATION PACKET

Form A - Verification of Eligibility

Form B - Summary and Documentation of Accomplishments Since Last Promotion
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 (if applicable) at BPCC________________________
(Attach documentation)

Exact Date of Hiring at BPCC (Attach documentation)________________________

Professional Preparation Eligibility Requirement

Teaching Discipline________________________________________________________

Highest Degree____________________________________________________________
(Attach transcripts)

Academic areas only:
    Number of Graduate Semester Hours in Discipline___________________________

__________________________________________ Date ____________________________
Signature of Applicant

The applicant meets the minimum Time-in-Rank and Professional Preparation Eligibility
Requirements as stipulated in the current Promotion Policies and Procedures.

__________ Yes ________ No

__________________________________________ Date ____________________________
Signature of Division Dean
APPLICATION FOR PROMOTION-IN-RANK
SUMMARY AND DOCUMENTATION
OF ACCOMPLISHMENTS SINCE LAST PROMOTION
Part B of Application

Name_____________________________________     Division________________________________

Instructions to applicant:
1. In consultation with the Division Dean, complete the Verification of Eligibility for Promotion Form (Part A) and attach it to the Application for Promotion-In-Rank Summary, which is then placed in the front of the applicant’s packet.
2. Part B of Application (Application for Promotion-In-Rank Summary and specific Documentation of Accomplishments Since Last Promotion) should then be completed, placed in the packet, and the packet then turned into the division office.

To complete Part B the Applicant must:
1. List in this Application, under the headings provided, all information to be considered for promotion. If more space is needed, you must retype the form, retaining the headings and adjusting for length. This form must be completed for consideration for promotion. Resumes will not be accepted as a substitute for this form.
2. Record the points you are requesting for each activity for each section.
3. After each Part (1, 2, 3, etc.), attach Form G, Verification of Student Evaluation Scores, and all pertinent transcripts or other academic credentials. (Written explanation is required for any omitted evaluations.)
4. After each Part (1, 2, 3, etc.), attach supporting documentation for each stated activity. (Justification for any missing documentation must be provided.)
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. Have attended an in-service workshop on the Process for Promotion Application open to all faculty and required for all first-time applicants.

Note: Each Promotion Evaluation Committee member will complete an Individual Rating Worksheet for each applicant. The Promotion Evaluation Committee Chair has the responsibility of recording one set of points and totals on the Application Summary Sheet form submitted by the applicant. Ties must be resolved. Each applicant must be assigned a discrete ranking.

Signature of Applicant _______________________________ Date __________

Signature of Division Dean ____________________________ Date Received __________
This application may not be altered, modified, or amended by any person, at any level, after submission to the Division Dean.
# Part 1: Supervisor Performance Evaluation (0 - 42 points)

**Faculty Evaluation Summary**

<table>
<thead>
<tr>
<th>Rating</th>
<th>Promotion Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outstanding (4.50 – 5.00)</td>
<td>14 points per year</td>
</tr>
<tr>
<td>Exceeds Expectations (4.00 – 4.49)</td>
<td>10 points per year</td>
</tr>
<tr>
<td>Meets Expectations (3.00 – 3.99)</td>
<td>6 points per year</td>
</tr>
<tr>
<td>Needs Improvement (2.00 – 2.99)</td>
<td>2 points per year</td>
</tr>
<tr>
<td>Unsatisfactory (less than 2.00)</td>
<td>0 points per year</td>
</tr>
</tbody>
</table>

List the Years, Ratings (as documented on Form G, Section A), and Corresponding Annotated Points:

<table>
<thead>
<tr>
<th>Numeric Year</th>
<th>Ratings</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Academic Year</td>
<td>2016-17</td>
<td>_______</td>
</tr>
<tr>
<td>Last Academic Year</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>Academic Year Before Last</td>
<td>______</td>
<td>______</td>
</tr>
</tbody>
</table>

If supervisor’s evaluations (Form G, Section A) cannot be submitted for each of the past three years, including the current year, explain the circumstances for each missing evaluation. *Note: Employee’s Response to Evaluation Summary (by supervisor) may be included.*

Missing Year ________Explain_________________________________________________

________________________________________________________________________|

________________________________________________________________________|

Missing Year ________Explain_________________________________________________

________________________________________________________________________|

________________________________________________________________________|

Applicant’s Total for Part 1 (not to exceed 42 points) [ ]
### Part 2: Student Evaluation (0-12 points)

#### Faculty Evaluation Summary

<table>
<thead>
<tr>
<th>Numeric Points</th>
<th>Rating</th>
<th>Promotion Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.50 - 5.00</td>
<td>Outstanding</td>
<td>4 points for that year</td>
</tr>
<tr>
<td>4.00 - 4.49</td>
<td>Exceeds Expectations</td>
<td>3 points for that year</td>
</tr>
<tr>
<td>3.00 - 3.99</td>
<td>Meets Expectations</td>
<td>2 points for that year</td>
</tr>
<tr>
<td>2.00 - 2.99</td>
<td>Needs Improvement</td>
<td>1 point for that year</td>
</tr>
<tr>
<td>Less than 2.00</td>
<td>Unsatisfactory</td>
<td>0 points for that year</td>
</tr>
</tbody>
</table>

List the Years, Ratings (as documented on a Verification of Student Evaluation Scores document --see Addendum), and Corresponding Points:

<table>
<thead>
<tr>
<th></th>
<th>Numeric Rating</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Academic Year</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring 2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Average</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Numeric Rating</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Last Academic Year</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring 2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Average</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Numeric Rating</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Year Before</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 2014</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring 2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Average</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
If student evaluations cannot be submitted for each of the past three years, including the current year, explain the circumstances for each missing evaluation.

Missing Year _______ Explain........................................................................
..............................................................................................................

Missing Year _______ Explain........................................................................
..............................................................................................................

Applicant’s Total for Part 2
(not to exceed 12 points)
Part 3: Service to the College (0 - 20 points)

A. Faculty Evaluation Summary

( Form G, Section C - Section Rating) Promotion Points

<table>
<thead>
<tr>
<th>Rating</th>
<th>Promotion Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outstanding (4.50 - 5.00)</td>
<td>4 points for that year</td>
</tr>
<tr>
<td>Exceeds Expectations (4.00 - 4.49)</td>
<td>3 points for that year</td>
</tr>
<tr>
<td>Meets Expectations (3.00 - 3.99)</td>
<td>2 points for that year</td>
</tr>
<tr>
<td>Needs Improvement (2.00 - 2.99)</td>
<td>1 point for that year</td>
</tr>
<tr>
<td>Unsatisfactory (Less than 2.00)</td>
<td>0 points for that year</td>
</tr>
</tbody>
</table>

List the Years, Ratings (as documented on Form G, Section C), and Corresponding Annotated Points:

<table>
<thead>
<tr>
<th>Year</th>
<th>Numeric Ratings</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Academic Year</td>
<td>2016-17</td>
<td></td>
</tr>
<tr>
<td>Last Academic Year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Year Before</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Applicant’s Total Part 3-A

B. Extra Service to College (0-12 points)

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 (with the current year being considered as the eighth year), whichever is more recent. Serving as a member of a standing college committee is part of regular service to the college and has already been counted under Institutional Service, Part A above.

a. Additional college committee assignments. Service as an active member of an additional college committee (1 point) or as an officer of an additional college committee (2 points). For the purposes of promotion, the term “additional college committee” is defined as a college-appointed committee whose mission relates to a specific service for the college and is not considered to be a standing committee (i.e. assigned by the Committee on Committees) for which faculty members are required to participate in as part of their routine responsibilities. For example, committee work excludes routine responsibilities of faculty, such as divisional meetings and social activities. Documentation of committee work must include official minutes or an official commendation form to verify attendance and active participation.

Points

________
b. Service as an officer on a standing college committee (1 point per committee).

Points

________

c. Faculty Senate service (1 point per year for participant or 2 points per year as an officer on the Executive Committee)

Points

________

d. Distinguished service to a campus organization (1 point per year as determined by the Vice Chancellor of Student Affairs.)

Points

________

e. Writing and implementation of grants for College programs not done on release time (1 point per student technology proposal; 3 points per Board of Regents or other grant; maximum 6 points per year.)

Points

________

f. Research study, designed and completed for College use, at any level, not done on release time (1 point each.)

Points

________

g. Publication (book, manual) used solely by the College. (3 points each)

Points

________

h. Presenter at workshops/seminars at the College. (1 point per hour or presentation; maximum of 3 points per year)

Points

________
i. Service on advisory or steering, or selection committee for an academic program of BPCC (0-2 points as determined by Division Chair)

Points

j. Service to the College as a volunteer. (1/8 point per hour; maximum of 1 point per year)

Points

k. Creation of a new course used solely by the College. (3 points each)

Points

If supporting documentation has not been provided for any statements of activity, explain why such documentation is missing.

1. ________________________________________________________________

2. ________________________________________________________________

Applicant’s Total Part 3—B

Applicant’s Total for Part 3 (Parts A and B) [ ]
(Not to exceed 20 points)
Part 4: Community Service (0-12 points)

Faculty Evaluation Summary  
(Form G, Section D - Section Rating)  Promotion Points

<table>
<thead>
<tr>
<th>Year</th>
<th>Numeric Ratings</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>4 points for that year</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>3 points for that year</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>2 points for that year</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>1 point for that year</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>0 points for that year</td>
<td></td>
</tr>
</tbody>
</table>

List the Years, Ratings (as documented on Form G, Section D), and Corresponding Annotated Points:

<table>
<thead>
<tr>
<th>Year</th>
<th>Numeric Ratings</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Academic Year</td>
<td>2016-17</td>
<td></td>
</tr>
<tr>
<td>Last Academic Year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Year Before</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Applicant’s Total for Part 4  
(Not to exceed 12 points)
Part 5: Professional Growth (0-14 points)

A: Faculty Evaluation Summary
( Form G, Section E - Section Rating)  Promotion Points

<table>
<thead>
<tr>
<th>Year</th>
<th>Numeric Ratings</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016-17</td>
<td>_______</td>
<td>_______</td>
</tr>
<tr>
<td>_______</td>
<td>_______</td>
<td>_______</td>
</tr>
<tr>
<td>_______</td>
<td>_______</td>
<td>_______</td>
</tr>
</tbody>
</table>

List the Years, Ratings (as documented on Form G, Section E), and Corresponding Annotated Points:

Applicant’s Total Part 5-A  

B. Continuing Academic Development
This section requires an evaluation of the continuing academic and professional development of the applicant. Points may be earned in this part since the last date of application for most recently attained promotion (or date of hiring). None of the points accumulated in this section may be used for more than one promotion. This section is not to be used as an evaluation of the existing academic credentials of the applicant. Each statement of attendance or work must be accompanied by documentation.

a. Study at the graduate or undergraduate level in one’s discipline or related area as determined by the Division Committee. Each credit hour is valued at two points. All course work since the applicant’s last promotion, or hiring, may be included. (Transcripts must be included to verify date of course work.)

   Points
   _______

b. Other study such as workshops and seminars in the discipline area or areas related to primary responsibility completed since the applicant’s last promotion or in the last eight years, whichever is more recent. Workshops or seminars are defined as half-day or whole-day (or longer) educational activities focused on providing new information on one particular subject. Each workshop or seminar will be valued at one-half point for each half-day (3-4 hours of attendance.).

   Points
   _______
c. Participation in faculty development activities at Bossier Parish Community College completed since the applicant’s last promotion or within the last eight years, whichever is more recent. Each hour of attendance at an organized faculty development activity will be valued at one-eighth point. Faculty development activities do not include activities that are part of the faculty member’s routine responsibilities or for which the faculty member is paid.

(1) __________________________________________________________

(2) __________________________________________________________

Points
________

Applicant’s Total Part 5–B
________

C: Professional Development Outside of Bossier Parish Community College
(Professional Development which is limited to activities within one’s discipline or within the educational arena, does not include community service activities or personal activities.)

Points may be earned in this part for activities since the last date of application for most recently attained promotion (or date of hiring) or within the last eight years (with the current year being considered as the eighth year), whichever is more recent.

a. Service as an officer at the local, state, regional, or national level in a national or regional professional organization. (2 points for each service, not per year)

Points
________

b. Service on the editorial staff of a national, state, or regional professional journal. (4 points for each service, not per year)

Points
________

c. Service on a committee of a national, state, or regional professional organization. (2 points for each service, not per year)

Points
________
d. Attendance at a state, regional, or national conferences of professional organizations. (1/2 point for each day of attendance, maximum of 3 points per year)

   Points
   _________

e. Active member in honor societies or professional organization. (1 point for each organization, not per year)

   Points
   _________

f. Work in industry applying technical skills in business/industry in area-related to primary responsibility and completed since the applicant’s last promotion or within the last eight years, whichever is more recent. Fifty hours’ work experience at a level equal to or higher than primary responsibility is valued at one point. Teaching at other institutions is specifically excluded.

   Points
   _________

If supporting documentation has not been provided for any statements of activity, explain why such documentation is missing.

(1) __________________________________________________________
    __________________________________________________________
(2) __________________________________________________________
    __________________________________________________________

Applicant’s Total Part 5–C

_______
D: Work of Significance to Profession--Area Related to Primary Responsibility

Points which may be earned in this part have no time limit but may be used toward only one application for promotion.

a. Book published by recognized professional group or educational publishing company, financed other than by the individual or Bossier Parish Community College (5 points each)

   Points  

b. Professional articles published at the national, state, or regional level. (3 points each)

   Points  

c. Creative works performed or accepted at juried competitions and invitational exhibits at the national, state, or regional level. (2 points each)

   Points  

d. Presentation given at seminars, conventions, or conferences at the national, state, or regional level. (3 points each)

   Points  

e. Research studies designed and completed for use outside the College. (3 points each)

   Points  

f. Organize a regional, state, or national level competition, exhibit, or conference. (3 points each)

   Points  

g. Professional awards received for teaching or for other work of significance in the area of your concentration (1 point per award).

   Points  

If supporting documentation has not been provided for any statements of activity in the Work of Significance to Profession section, explain why such documentation is missing.

(1)________________________________________________________________________
(2)________________________________________________________________________

Applicant’s Total Part 5–D

Applicant’s Total for Part 5 (Parts A, B, C, D)
(Not to exceed 14 points)

Applicant’s Grand Total
(Not to exceed 100 points)

I hereby attest to the accuracy of the statements made in this document.

_________________________________________  ____________________________
Signature of Applicant                        Date
APPLICATION FOR PROMOTION-IN-RANK
SUMMARY SHEET
Exact Date of Last Promotion (or Hiring) _______________
Totals Recorded by Promotion Evaluation Committee Chair

Total for Part 1
(not to exceed 42 points) [ ]

Total for Part 2
(not to exceed 12 points) [ ]

Total for Part 3
(not to exceed 20 points) [ ]

Total for Part 4
(not to exceed 12 points) [ ]

Total for Part 5
(not to exceed 14 points) [ ]

Grand Total
(Not to exceed 100 points) [ ]

Signature of Chair of Promotion Evaluation Committee ____________________
Date ____________________

This page is to be copied and placed in the front of the application (first page) by the Chair of the Promotion Evaluation Committee.
ADDENDUM
Verification of Student Evaluation Scores

This document is to be used as official verification of the applicant’s student evaluation scores which are to be included under Part 2 of the Application for Promotion-in-Rank Summary and Documentation of Accomplishments Since Last Promotion (Part B). This form is to be completed by the applicant’s division dean. It is the applicant’s responsibility to provide this document to the appropriate division dean and to include it as part of his/her submission of Part B.

Current Academic Year

<table>
<thead>
<tr>
<th>Semester</th>
<th>Numeric Rating (Based on a 5-point scale)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2016</td>
<td>____________</td>
</tr>
<tr>
<td>Spring 2017</td>
<td>____________</td>
</tr>
</tbody>
</table>

Last Academic Year

<table>
<thead>
<tr>
<th>Semester</th>
<th>Numeric Rating (Based on a 5-point scale)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2015</td>
<td>____________</td>
</tr>
<tr>
<td>Spring 2016</td>
<td>____________</td>
</tr>
</tbody>
</table>

Academic Year Before

<table>
<thead>
<tr>
<th>Semester</th>
<th>Numeric Rating (Based on a 5-point scale)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2014</td>
<td>____________</td>
</tr>
<tr>
<td>Spring 2015</td>
<td>____________</td>
</tr>
</tbody>
</table>

________________________________________________________________________
Division Dean Signature Date

________________________________________________________________________
Applicant Signature Date