

# MOHAWK VALLEY COMMUNITY COLLEGE

## FACULTY PROMOTION APPLICATION INSTRUCTIONS

Academic Year 2025-2026

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**COMPLETE AND SUBMIT PAGES 14-17 WITH ALL REQUIRED AND SUPPORTING DOCUMENTS:**

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**Mohawk Valley Community College does not discriminate. It is the policy of MVCC to comply with applicable federal and state regulations and guidelines which guarantee equal employment opportunity to all applicants and employees without regard to race, creed, color, sex, age, religion, marital status, sexual orientation, national origin, disability, or veteran status.**

Rev. April 2025

## TIMETABLE 2025-2026

<b>DATE:</b> (completed by)	<b>ACTION:</b>
May 2025	Promotion packet and application instructions available on HR Forms webpage, after May Institute.
First Wednesday of September September 03, 2025	Candidate notifies Supervisor of intent to apply for promotion.
First Monday of October October 06, 2025	Candidate submits the following to Associate Director of Human Resources for Employment and Compensation ( <a href="mailto:hr@mvcc.edu">hr@mvcc.edu</a> ), no later than 4:30 pm: <ol style="list-style-type: none"> <li>1. Original, completed forms from this packet (pgs. 14-17).</li> <li>2. Promotion packet with evidence of all three (3) areas of evaluation.</li> <li>3. Last full evaluation.</li> <li>4. Most recent annual planning report.</li> <li>5. Supporting documents.</li> </ol>
Third Monday of October October 20, 2025	The Associate Director of Human Resources for Employment and Compensation makes promotion packet available to supervisor and second level supervisor, if applicable.
Second Monday of November November 10, 2025	Supervisor prepares a written summary supporting promotion recommendation in consultation with second level supervisor, if applicable.  Supervisor provides one or two paragraphs written recommendation / justification addressed to the President send electronically to the Associate Director of Human Resources for Employment and Compensation for the April Board materials.
Fourth Monday of November November 24, 2025	Promotion applications available to Promotion Review Committee.
First Monday of February February 02, 2026	Promotion Review Committee emails committee recommendations to the Associate Director of Human Resources for Employment and Compensation and Vice President for Learning and Academic Affairs.
February 2026	Executive Director of Human Resources, Vice President for Learning and Academic Affairs and Promotion Review Committee Chair may meet and discuss each individual promotion package before recommendations are forwarded to the President (if such a meeting is warranted).
Before April Board of Trustees meeting	The Vice President for Learning and Academic Affairs notifies applicant of recommendation being made to the Board of Trustees.
April 2026	Action taken by the Board of Trustees. Human Resources notifies applicant <u>in writing</u> of Board of Trustees Action.

## **PROMOTION EVALUATION PROCEDURE**

### **ELIGIBILITY**

An employee with academic must have completed three (3) years in rank at MVCC to be eligible to apply for promotion to the rank of Assistant Professor. To be eligible to apply for each subsequent promotion, an employee with academic rank must complete three (3) years in rank.

### **CRITERIA / EVALUATION**

Decisions will be based on the following three (3) areas of evaluation: Teaching and Professional Effectiveness, Collegiality, and Professional Growth. Areas of evaluation, criteria and examples of behaviors are provided in this promotion application packet. Applicants must demonstrate overall strength in each of the three (3) areas to be recommended for promotion.

The candidate's performance will be considered according to the following:

- Promotion to Assistant Professor – the candidate's performance since appointment as Instructor at the College
- Promotion to Associate Professor – the candidate's performance since appointment as Assistant Professor at the College
- Promotion to Professor – the candidate's performance since initial appointment at the College, with greater emphasis placed on the candidate's activities since appointment as Associate Professor at the College

### **SUBMISSION GUIDELINES**

**The College requires all applicants to submit their packets electronically.** You may save all contents on a flash drive (deliver to HR), email your PDF file(s) to [hr@mvcc.edu](mailto:hr@mvcc.edu), share your files through One Drive to (contact ext. 5636) or request a secure link (no limit on file size) from [hr@mvcc.edu](mailto:hr@mvcc.edu) Please remember that all required forms (pages 14 to 17) must be completed, signed and submitted by the deadline.

#### **Applicants must provide:**

- the required and completed forms,
- a promotion packet with evidence on all three (3) areas of evaluation,
- last full evaluation, and
- most recent annual planning report, outlining how you met your goals and your proposed goals for the upcoming year.

## **ADDITIONAL REMINDERS**

- Begin your promotion application with a brief introduction that includes and is not limited to your education, qualifications, employment, knowledge of discipline, etc.
- When describing your activities for collegiality (public/community service), please do not include organizations you only support financially.
- When submitting work with College committees in your promotion application, submit evidence of attendance and contributions. Do not include committee minutes unless they reflect your contributions to the committee.
- Refrain from including PowerPoint presentations created, prepared and authored by anyone other than you.
- When submitting student evaluations, please include aggregate data and not individual “bubble sheets” unless the bubble sheets include student comments.
- Proofread your promotion materials by checking your grammar and spelling. You may also ask a colleague to review the material you are presenting.

## **SUPERVISOR REVIEW**

After reviewing the submitted promotion materials, the Supervisor will write a detailed narrative about the candidate’s performance based on the three (3) aforementioned areas of evaluation and other sources of evidence of the candidate’s performance, including direct observations outside of the class, materials submitted by the candidate, or other credible reports. Additionally, the Supervisor will complete the Summary Evaluation form, scoring the candidate in each of the three (3) evaluation areas. Based on these scores, the Supervisor will recommend that the candidate is promoted or is not promoted according to the point scale.

The Supervisor will prepare and email the Associate Director of Human Resources for Employment and Compensation one to two concise paragraphs endorsing the promotion or not endorsing the promotion for the faculty member. In February/March, this endorsement may be reviewed and updated based on the final outcome of the promotion recommendation, as it will serve as the supporting documentation for the Board of Trustees materials.

## **COMMITTEE REVIEW**

The Promotion Review Committee receives a list of the candidates and its charge from the Vice President for Learning and Academic Affairs.

The Promotion Review Committee reviews all the materials presented in the promotion packet and Human Resource file upon candidate’s release. Each Committee member completes an individual Summary Evaluation Form for each candidate. The calculation rule requires that the final total point score of .499 or lower be rounded down and of .500 or higher be rounded up, each to one decimal point, e.g., 3.446 becomes 3.4 and 3.582 becomes 3.6. The Committee will discuss each candidate before formulating its recommendation, which is based upon an equal balance of quantitative and qualitative factors.

## **RECOMMENDATION**

A mean of Committee evaluation for each candidate will be submitted by the Committee Chair to the Vice-President for Learning and Academic Affairs and Associate Director of Human Resources for Employment and Compensation using the Summary Evaluation form. Candidates will be judged only based upon the material presented in the promotion packet and Human Resource file upon candidate's release. Based on these scores, the Committee will recommend that the candidate is promoted or is not promoted according to the point scale.

For candidate(s) not being recommended for promotion, the Committee will prepare a summary that provides actionable feedback for the candidate and submit this non-recommendation to the Associate Director of Human Resources for Employment and Compensation and Vice President for Learning and Academic Affairs. This summary will be provided to the candidate as outlined in the collective bargaining agreement.

The Vice President for Learning and Academic Affairs will discuss each candidate with the Supervisor and the Promotion Review Committee Chair before a recommendation is forwarded to the President. The Vice President for Learning and Academic Affairs will notify each candidate of the recommendation.

The Committee should evaluate the faculty promotional process annually and forward any recommendations for change(s) to the Associate Director of Human Resources for Employment and Compensation.

## **DEFINITION OF RATINGS**

### **EXCELLENT**

Indicates consistent performance at a master teacher/professional level.

### **VERY GOOD**

Indicates performance at an above-average level, requiring minor supervision and showing a pattern of self-improvement.

### **GOOD**

Indicates an adequate performance with a need for improvement.

### **FAIR**

Indicates a below-average performance with a need for considerable improvement, close supervision, and prescribed program of professional development.

### **POOR**

Indicates unsatisfactory performance.

When applying the above definitions, each reviewer shall compare the candidate to the total academic or professional staff, not just to those at the same rank as the candidate's current academic rank.

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## **THE POINT STANDARD SCALE NEEDED FOR PROMOTION:**

<b><u>Instructor to</u></b> <b><u>Assistant Professor</u></b>	<b><u>Assistant Professor to</u></b> <b><u>Associate Professor</u></b>	<b><u>Associate Professor to</u></b> <b><u>Professor</u></b>
Requires at least 2.8 points	Requires at least 3.0 points	Requires at least 3.5 points

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## **CANDIDATE GOALS-ASSESSMENT REPORT – AREAS OF EVALUATION**

For each of the three (3) areas of evaluation, document how you meet each of these criteria and provide a written statement about your approach to each.

1. Teaching and Professional Effectiveness – a discussion on your teaching and professional philosophy.
2. Collegiality – a statement of how you address this area. Public/community service is included in this area. You may provide a statement of your activity and its relationship to your position at the College, your professional field, and service to the community.
3. Professional Growth – a narrative about the goals and impact of your activity.

## CANDIDATE GOALS-ASSESSMENT REPORT – AREAS OF EVALUATION

### AREA OF EVALUATION

### (WEIGHTINGS FOR PROMOTION)

#### **I. TEACHING AND PROFESSIONAL EFFECTIVENESS**

**Assistant Professor - 60%**

**Associate Professor - 50%**

**Professor - 40%**

Faculty are expected to provide an effective teaching environment that is conducive to student learning. The classroom/laboratory/clinical and coursework should contain elements that recognize and enhance components of the learning process, employ effective delivery of instructional materials, and are responsive to the personal and educational needs of students.

Indicators of Teaching Effectiveness may include but are not limited to the following. Describe how these activities add to or enhance your teaching role.

##### ▪ **Learning Process**

Examples of strengths:

- Use a variety of approaches to promote learning
- Introduce and reinforce life-long learning skills
- Recognize and apply proper classroom pacing
- Provide course materials that are clear, consistent, and current
- Create a positive classroom climate that facilitates student learning
- Incorporate student retention activities as a component of course structure
- Assess student learning outcomes
- Make referrals to College services as appropriate
- Function proactively as an academic advisor, working directly with students in their academic decision-making

##### ▪ **Instructional Delivery**

Examples of strengths:

- Develop presentations that are enthusiastic, stimulating, thought provoking, and engaging to students
- Consider student readiness and learning comprehension in coursework
- Respond to diversity of learning styles and limitations
- Incorporate group learning activities
- Use a variety of learning strategies and presentational styles
- Use appropriate language and speech
- Employ current instructional technology

- Incorporate instructional design skills in:
  - › Preparing evaluation instruments
  - › Preparing course syllabi that follow the prescribed College format
  - › Organizing the course
  - › Stating course objectives clearly
  - › Updating and infusing change in the course
- Use extended classroom activities such as field trips, cultural events, etc.
- Manage external sites such as clinicals, co-ops, apprenticeships, internships, etc.
- Manage the learning environment effectively in areas such as discussion, rapport, discipline, etc.
  
- **Curriculum Development**

Examples of strengths:

  - Ensure the viability of transfer courses and programs, and network with counterparts at other institutions
  - Use input from advisory committees and other similar groups to ensure the quality and content of courses and programs
  - Participate in course and program assessment processes and implementation
  - Maintain currency of the curriculum and reading materials
  - Network with colleagues and other College employees
  - Work with other disciplines to integrate content with related programs
  - Work with support staff, e.g., counselors, librarians, computer laboratory coordinators
  - Develop program and department goals and objectives, and pursue them through the College planning process
  - Implement the general education curriculum and College-wide competencies

SUBMISSION of a sample of course outlines, assignments, examinations, and related materials is recommended in support of the indicators above.



## **AREA OF EVALUATION**

## **(WEIGHTINGS FOR PROMOTION)**

### **II. COLLEGIALITY**

**Assistant Professor - 20%**  
**Associate Professor - 35%**  
**Professor - 45%**

Faculty are expected to participate in the activities of the Department and the College. Evidence of these activities may include membership in Department and College committees, mentoring new full-time faculty, seeking additional resources, and functioning as a productive College citizen. Evidence may also include participation in community activities and committees, being a community partner, and engagement with other education institutions.

Indicators of Collegiality may include but are not limited to the following. Describe how these activities add to or enhance your role as a productive College citizen.

- **Committee Work**

Examples of strengths:

- Serve as a committee chair
- Participate in committees as a member or resource

- **Mentor for New Full-Time Faculty**

Examples of strengths:

- Assist with orienting new faculty
- Be a resource person

- **Resource Augmentation**

Examples of strengths:

- Seek funding source alternatives through grant opportunities
- Participate in grant writing activities
- Seek equipment and support materials
- Use external personnel such as guest lecturers, visiting artists, etc.
- Obtain materials by donation

- **College Citizenship**

Samples of strengths:

- Recognize and support needs and resources outside the respective discipline
- Participate in the development of College-wide goals and objectives
- Attend and support voluntary College activities
- Serve as an advisor to a student club
- Serve as a role model in professional conduct, enthusiasm, and positive attitude
- Participate in student recruitment and retention efforts

- **Community Activity and Involvement**

Examples of strengths:

- Serve on community boards
- Network with K-12 districts, four-year institutions, and employers
- Act as a community resource
- Promote community awareness of student work and achievement
- Participate in community events
- Build relationships with external agencies

SUBMISSION of a sample of committee work, mentoring, resource augmentation, College citizenship, community activity and involvement is recommended in support of the indicators above.

**AREA OF EVALUATION****(WEIGHTINGS FOR PROMOTION)****III. PROFESSIONAL GROWTH****Assistant Professor - 20%****Associate Professor - 15%****Professor - 15%**

Faculty are expected to participate in activities that provide professional growth and expertise. Institutional support will be provided as possible for activities aligned with the College mission and goals. The faculty may demonstrate professional development through activities such as those that maintain currency in their discipline, continuing education, scholarly activity, exhibits and performances, and organizational memberships.

Indicators of Professional Growth may include but are not limited to the following. Describe how these activities add to or enhance your teaching role.

**▪ Personal Advancement in the Discipline**

Examples of strengths:

- Read professional literature within the field or discipline
- Review and use current texts
- Network with colleagues and professional organizations
- Be a practitioner
- Demonstrate knowledge of resources
- Conduct classes that reflect current pedagogical practices
- Assess student learning and curriculum outcomes
- Participate in professional development presentations
- Visit regional industries, businesses, and schools

**▪ Structured Educational Activities**

Examples of strengths:

- Attend workshops or classes related to the field or discipline
- Upgrade technical skills, e.g. computer training, laboratory and mechanical upgrades
- Complete additional academic courses for degree or certificate programs
- Participate in activities or programs to obtain or maintain licensure or certification

**▪ Scholarly Activity**

Examples of strengths:

- Demonstrate expertise in the discipline such as musical performances, art exhibits, etc.
- Research about effective teaching and student learning
- Serve as an expert witness, content authority, adjudicator, etc.
- Write book reviews, text reviews, etc.
- Build skills directed toward effective learning

- **Memberships**

Examples of strengths:

- Participate actively in professional groups or organizations
- Serve as an officer in a professional group or organization
- Represent the College in formal settings
- Share information with colleagues

SUBMISSION of a sample of personal advancements in the discipline, structured educational activities, scholarly activity, and memberships is recommended in support of the indicators above.

## **SUPERVISOR EVALUATION**

The Supervisor shall complete each of the following items:

1. Classroom Visitation form. This form must be completed for faculty, and it must be completed for the non-teaching faculty with teaching obligations as required in their job descriptions.
2. A detailed narrative about the candidate's performance based upon the three (3) areas of evaluation: Teaching and Professional Effectiveness, Collegiality, and Professional Growth. In addition, a condensed narrative (one to two paragraphs) is required as background information for the Board of Trustee resolution.
3. The Summary Evaluation - Supervisor form. The promotion recommendation is based equally upon quantitative and qualitative factors, including the ratings point scale and the professional judgment of the Supervisor.

## **PROMOTION CANDIDATE WORKSHEET**

Complete, sign and submit this page with your promotion materials.

Candidate Name: \_\_\_\_\_ Current Level: \_\_\_\_\_  
Department: \_\_\_\_\_ Date of Appt.: \_\_\_\_\_  
Earned Academic Degrees: \_\_\_\_\_  
Previous Promotion Dates: \_\_\_\_\_  
Candidate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Background Material:** Please indicate if you release your human resources file to the Promotion Review Committee should they wish to see it.

"Permission is hereby given to the Executive Director of Human Resources to release my official human resources file to individuals involved in the promotion review process."

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date

## **CLASSROOM VISITATION**

APPLICANT – SUBMIT ORIGINAL

SUPERVISOR – SUBMIT ORIGINAL AND ONE (1) COPY OF YOUR RESPONSE

This form will be used with the classroom observation. Pre-observation and post-observation conferences between the Supervisor and the faculty member are required. During the pre-observation conference, the Supervisor and faculty member will discuss the objectives of the class to be observed along with reference to a current copy of the course syllabus.

Faculty Member: \_\_\_\_\_

Date of Observation: \_\_\_\_\_

Class Meeting Time: \_\_\_\_\_

Course: \_\_\_\_\_

Room: \_\_\_\_\_

Number of Students: \_\_\_\_\_

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Name (print)

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### **Pre-Observation Conference**

\_\_\_\_\_  
Faculty Member's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

### **Post-Observation Conference**

\_\_\_\_\_  
Faculty Member's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

## SUMMARY EVALUATION – SUPERVISOR

**Candidate Name:** \_\_\_\_\_ **Current Level:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Date of Appt.:** \_\_\_\_\_

**Earned Academic Degrees:** \_\_\_\_\_

**Previous Promotion Dates:** \_\_\_\_\_

For the rank being sought, use the percent shown multiplied by the points.

### TEACHING/PROFESSIONAL EFFECTIVENESS

Assistant	60%	Excellent	_____	4.0	points
Professor			_____	3.5	
		Very Good	_____	3.0	
Associate	50%		_____	2.5	
Professor		Good	_____	2.0	
			_____	1.5	
Professor	40%	Fair	_____	1.0	
			_____	0.5	
		Poor	_____	0.0	

Level % \_\_\_\_\_ X \_\_\_\_\_ points = \_\_\_\_\_  
**A**

### PROFESSIONAL GROWTH

Assistant	20%	Excellent	_____	4.0	points
Professor			_____	3.5	
		Very Good	_____	3.0	
Associate	15%		_____	2.5	
Professor		Good	_____	2.0	
			_____	1.5	
Professor	15%	Fair	_____	1.0	
			_____	0.5	
		Poor	_____	0.0	

Level % \_\_\_\_\_ X \_\_\_\_\_ points = \_\_\_\_\_  
**B**

### COLLEGIALITY

Assistant	20%	Excellent	_____	4.0	points
Professor			_____	3.5	
		Very Good	_____	3.0	
Associate	35%		_____	2.5	
Professor		Good	_____	2.0	
			_____	1.5	
Professor	45%	Fair	_____	1.0	
			_____	0.5	
		Poor	_____	0.0	

Level % \_\_\_\_\_ X \_\_\_\_\_ points = \_\_\_\_\_  
**C**

**A+B+C** ROUND TO TENTHS

**A:** \_\_\_\_\_ **B:** \_\_\_\_\_ **C:** \_\_\_\_\_ **Total Points:** \_\_\_\_\_

**Assistant Professor** – requires at least 2.8 points; **Associate Professor** – requires at least 3.0 points; **Professor** – requires at least 3.5 points

\_\_\_\_\_ ☐ is / ☐ is not recommended for promotion to Rank of \_\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature



## SUMMARY EVALUATION – PROMOTION REVIEW COMMITTEE

Candidate Name: \_\_\_\_\_ Current Level: \_\_\_\_\_

Department: \_\_\_\_\_ Date of Appt.: \_\_\_\_\_

Earned Academic Degrees: \_\_\_\_\_

Previous Promotion Dates: \_\_\_\_\_

For the rank being sought, use the percent shown multiplied by the points.

### TEACHING/PROFESSIONAL EFFECTIVENESS

Assistant	60%	Excellent	_____	4.0	points
Professor			_____	3.5	
		Very Good	_____	3.0	
Associate	50%		_____	2.5	
Professor		Good	_____	2.0	
			_____	1.5	
Professor	40%	Fair	_____	1.0	
			_____	0.5	
		Poor	_____	0.0	

Level % \_\_\_\_\_ X \_\_\_\_\_ points = \_\_\_\_\_  
**A**

### PROFESSIONAL GROWTH

Assistant	20%	Excellent	_____	4.0	points
Professor			_____	3.5	
		Very Good	_____	3.0	
Associate	15%		_____	2.5	
Professor		Good	_____	2.0	
			_____	1.5	
Professor	15%	Fair	_____	1.0	
			_____	0.5	
		Poor	_____	0.0	

Level % \_\_\_\_\_ X \_\_\_\_\_ points = \_\_\_\_\_  
**B**

### COLLEGIALITY

Assistant	20%	Excellent	_____	4.0	points
Professor			_____	3.5	
		Very Good	_____	3.0	
Associate	35%		_____	2.5	
Professor		Good	_____	2.0	
			_____	1.5	
Professor	45%	Fair	_____	1.0	
			_____	0.5	
		Poor	_____	0.0	

Level % \_\_\_\_\_ X \_\_\_\_\_ points = \_\_\_\_\_  
**C**

**A+B+C** ROUND TO TENTHS

**A:** \_\_\_\_\_ **B:** \_\_\_\_\_ **C:** \_\_\_\_\_ **Total Points:** \_\_\_\_\_

**Assistant Professor** – requires at least 2.8 points; **Associate Professor** – requires at least 3.0 points; **Professor** – requires at least 3.5 points

\_\_\_\_\_ ☐ is / ☐ is not recommended for promotion to Rank of \_\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Promotion Review Committee Chair's Signature