

MIAMI DADE COLLEGE
Checklist for
Faculty applying for Promotion
2013-2014

The Faculty Promotion packet must

- Be submitted to the chairperson no later than **4:30 p.m. on January 25, 2014.**
- Include:

Letter of Application submitted to the department chairperson.

Copies of Official Transcripts including transcript reflecting masters and/or doctorate degree (Official transcripts must be on file in Human Resources).

Faculty qualifications for promotion require:

for the rank of Assistant Professor	Masters + 9 graduate credits
for the rank of Associate Professor	Masters + 24 graduate credits
for the rank of Associate Professor, Senior	Masters + 39 graduate credits
for the rank of Professor	earned doctorate or College Approved Program

For faculty with multiple degrees, all credits beyond the first master's degree will count toward promotion. For all master's degrees with more than thirty-six credits any additional credits will count toward promotion.

At least three (3) graduate credits must have been successfully completed within the four (4) years preceding a promotion application, excluding faculty with an earned doctorate. Faculty must complete the required credits or exceptions by the end of the academic year in which (s)he submitted the application for promotion.

Self-Assessments may cover the period since the last promotion in rank, but must include the last three self-assessments covering the following academic years:

Continuing contract faculty

- Submitted by September 15, 2011
- Submitted by September 15, 2012
- Submitted by September 15, 2013

Annual contract faculty

- Submitted by February 15, 2012
- Submitted by February 15, 2013
- Submitted by October 30, 2013

Note: January 2012 hires will submit mutually agreed to goals from first year.

Performance Reviews may cover the period since the last promotion in rank, but must include the last three performance reviews covering the following academic years:

Continuing contract faculty

- Completed by October 30, 2011
- Completed by October 30, 2012
- Completed by October 30, 2013

Annual contract faculty

- Completed by March 1, 2012
- Completed by March 1, 2013
- Completed by January 20, 2014

Note: January 2012 hires will submit mutually agreed to goals from first year.

Student Feedback may cover the period since the last promotion in rank, but must include:

Continuing contract faculty submit:

- 2011-1 Term (all sections including overload using college instrument) (Excluding January 2012 hires)
- 2012-1 Term (all sections including overload using college instrument)
- 2013-1 Term (all sections including overload using college instrument)

Annual Contract faculty submit the **above terms as well as**

- 2011-2 and 2012-2 Terms (all sections including overload using college instrument)
- 2011-4 and 2012-4 (A and/or B Terms) (all sections including overload using college instrument)