

MIAMI DADE COLLEGE  
**Checklist for  
Faculty Applying for Promotion  
2017-2018**

The Faculty Promotion packet must:

Be submitted to the chairperson no later than **4:30 pm on January 25, 2018.**

Include:

- Letter of Application** submitted to the department chairperson.
- Copies of Official Transcripts** including transcript reflecting Master's and/or Doctorate degree. *(Official transcripts must be on file in Human Resources).*

**Faculty qualifications for promotion require:**

for the rank of Assistant Professor	Master's + 9 graduate credits
for the rank of Associate Professor	Master's + 24 graduate credits
for the rank of Associate Professor, Senior	Master's + 39 graduate credits
for the rank of Professor	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 they submitted the application for promotion.

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

**Continuing Contract Faculty  
Applying for Promotion**

- Submitted by September 15, 2015\*
- Submitted by September 15, 2016
- Submitted by September 15, 2017

\* January 2016 hires will submit mutually agreed upon goals from first year.

**Annual Contract Faculty  
Applying for Continuing Contract & Promotion**

- Submitted by February 15, 2014\*\*
- Submitted by February 15, 2015
- Submitted by February 15, 2016
- Submitted by February 15, 2017
- Submitted by October 30, 2017

\*\* January 2014 hires will submit mutually agreed upon goals from first year.

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

**Continuing Contract Faculty  
Applying for Promotion**

- Submitted by October 30, 2015\*
- Submitted by October 30, 2016
- Submitted by October 30, 2017

\* January 2016 hires will submit mutually agreed upon goals from first year.

**Annual Contract Faculty  
Applying for Continuing Contract & Promotion**

- Submitted by March 1, 2014\*\*
- Submitted by March 1, 2015
- Submitted by March 1, 2016
- Submitted by March 1, 2017
- Submitted by January 20, 2018

\*\* January 2014 hires will submit mutually agreed upon goals from first year.

**Student Feedback** For each semester of feedback, include a schedule from Academic Resources for that term.

May cover the period since the last promotion in rank, and **must include all sections including overload** using college instrument for the following terms:

**Continuing Contract Faculty  
Applying for Promotion**

- 2015-1 Term\*
- Fall 2016 (MDConnect Term 2167)
- Fall 2017 (MDConnect Term 2177)

\*Excluding January 2015 hires

**Annual Contract Faculty  
Applying for Continuing Contract & Promotion**

- 2013-2 through 2013-4\*\*
- 2014-1 through 2014-4\*\*
- 2015-1 through 2015-4\*\*
- Fall through Summer 2016 (MDConnect Terms 2167, 2173 & 2175)
- Fall 2017 (MDConnect Term 2177)

\*\*A and/or B Terms