


MIAMI DADE COLLEGE
Checklist
For Faculty applying for an Endowed Chair 
2015-2016

The Endowed Chair portfolio must

Be submitted to the chairperson no later than **4:30 p.m. on March 1, 2016.**

Include:

Portfolio

- The statement of eligibility** for a restricted chair, if required.
- A narrative** of no more than 15 pages (one-sided, double spaced, font size 12) and no more than 15 pages of documentation presenting evidence of excellent performance based upon the Statement of Faculty Excellence.
- Copy of Official Transcript(s):** The portfolio should include copies of official transcript(s); however, applicants must complete the required credits by the end of the academic year in which the application for the EC was submitted. Official transcript(s) must be on file in Human Resources.
- Copies of performance reviews, self-assessments, and student feedback** for not more than the prior six (6) and no fewer than the prior three (3) years. For those EC recipients applying for a subsequent EC, all information included in the portfolio must cover dates and information since the award of the previous EC.

Performance Reviews

- 2009-2010
- 2010-2011
- 2011-2012
- 2012-2013**
- 2013-2014**
- 2014-2015**

Self-Assessments

- 2009-2010
- 2010-2011
- 2011-2012
- 2012-2013**
- 2013-2014**
- 2014-2015**

Student Feedback (all sections using college instrument)

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

- 2010-1 Term
- 2011-1 Term
- 2012-1 Term
- 2013-1 Term**
- 2014-1 Term**
- 2015-1 Term**

Qualifications

- Time Requirement:** Complete six (6) years of full-time faculty status at MDC, the last three years consecutive.
- Advanced Education:** Successful completion of **at least six (6) graduate* credits from an accredited institution within the three years preceding an EC application or a previous EC Award.**

*Exception to graduate credits may include non-graduate credits, continuing education units, or other professional training appropriate to the advancement of the discipline/department and approved in advance by the Academic Dean using the Exception to Graduate Credit for Promotion and/or Endowed Chair form with the understanding that exceptions to graduate credits for promotion and/or EC will be subject to a more stringent evaluation than those for Faculty Professional Development.

- Previous Awards:** Faculty who were previously awarded an Endowed Chair (EC) are ineligible to be considered for one year following the end of the previous three-year award.

