

MIAMI DADE COLLEGE
Checklist for
Faculty Applying for Promotion
2015-2016

The Faculty Promotion packet must:

Be submitted to the chairperson no later than **4:30 pm on January 25, 2016.**

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 (s)he 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:

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

- Submitted by February 15, 2012*
 - Submitted by February 15, 2013
 - Submitted by February 15, 2014
 - Submitted by February 15, 2015
 - Submitted by October 30, 2015

* January 2012 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:

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

- Submitted by March 1, 2012*
 - Submitted by March 1, 2013
 - Submitted by March 1, 2014
 - Submitted by March 1, 2015
 - Submitted by January 20, 2016

* January 2012 hires will submit mutually agreed upon goals from first year.

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

**Annual Contract Faculty
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- 2011-2 through 2011-4 (A and/or B terms)
 - 2012-1* through 2012-4 (A and/or B terms)
 - 2013-1 through 2013-4 (A and/or B terms)
 - 2014-1 through 2014-4 (A and/or B terms)

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

* Excluding January 2012 hires.