The Faculty Promotion packet must:

- Be submitted to the chairperson no later than 4:30 p.m. on January 25, 2005;
- Include:

  - Letter of Application, submitted to the department chairperson
  - Copies of Official Transcripts (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

At least 3 graduate credits must have been successfully completed within the last four years. Credits must be completed by August 21, 2005. Exceptions will be made for those faculty holding an earned doctorate, who may qualify for promotion to any rank through completion of Professional Development requirements. (If the applicant has completed a college-approved program as an exception to graduate credit, a copy of the approved Exceptions to Graduate Credit Form must be included in the packet.)

- 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:
  - 2001-2002
  - 2002-2003
  - 2003-2004

- 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:
  - 2001-2002
  - 2002-2003
  - 2003-2004

- Student Feedback may cover the period since the last promotion in rank, but must include:
  - 2001-1 Term (all sections including overload using college instrument)
  - 2001-2 Term (all sections including overload using college instrument)
  - 2001-3 and/or 4 Term (all sections including overload using college instrument)
  - 2002-1 Term (all sections including overload using college instrument)
  - 2002-2 Term (all sections including overload for faculty on annual contract using college instrument)
  - 2002-3 and/or 4 Term (all sections including overload for faculty on annual contract using college instrument)
  - 2003-1 Term (all sections including overload using college instrument)
  - 2003-2 Term (all sections including overload for faculty on annual contract using college instrument)
  - 2003-3 and/or 4 Term (all sections including overload for faculty on annual contract using college instrument)

The chairperson attaches a recommendation regarding the promotion.

The chairperson forwards the promotion packet to the associate dean/director no later than
February 10, 2005.