

MIAMI DADE COLLEGE
**Checklist for
Faculty Applying for Promotion
2020-2021**

The Faculty Promotion packet must:

Be submitted to the chairperson no later than **4:30 pm on January 25, 2021.**

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.

For faculty hired with a Bachelor's degree, the Bachelor's shall be considered equivalent to a Master's degree solely for the purpose of calculating credits 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, 2018
- Submitted by September 15, 2019
- Submitted by September 15, 2020

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

- Submitted by February 15, 2017*
- Submitted by February 15, 2018
- Submitted by February 15, 2019
- Submitted by February 15, 2020
- Submitted by October 30, 2020

* January 2017 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, 2018
- Submitted by October 30, 2019
- Submitted by October 30, 2020

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

- Submitted by March 1, 2017*
- Submitted by March 1, 2018
- Submitted by March 1, 2019
- Submitted by March 1, 2020
- Submitted by January 20, 2021

* January 2017 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**

- Fall 2018 (2187)
- Fall 2019 (2197)
- Fall 2020 (2207)

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

- Fall through Summer 2016 (2167, 2173 & 2175)**
- Fall through Summer 2017 (2177, 2183, 2185)**
- Fall through Summer 2018 (2187, 2193, 2195)**
- Fall through Summer 2019 (2197, 2203, 2205)**
- Fall 2020 (2207)

**A and/or B Terms