

2020-2021 PROMOTION DOSSIER DOCUMENTATION CHECKLIST
 (Required documents align with District Procedure D.8.2.)

Applicant _____ Date _____

Date of first year in tenure track or annually renewable position at ACCD _____

Date of last promotion in ACCD (if applicable) _____

	Yes	No
Class level documentation:		
1.1 Up-to-date resume	_____	_____
1.2 Course approval forms	_____	_____
1.3 Official transcripts of credits earned since initial appointment	_____	_____
1.4 ACCD Employment Contract from first year of full-time tenure-track or annually renewable appointment	_____	_____
1.5 Change of Status form indicating date of last promotion	_____	_____
1.6 Letter of Notification to chair/supervisor of intent to apply for promotion	_____	_____

****Note to Applicant: Have you submitted all class change documents? If unsure, consult with your department chair. The deadline is May 11, 2021.***

PROVIDE DOCUMENTS LISTED UNDER EITHER A OR B:

A. Evaluation documentation for faculty who are in their first five years of full-time employment:

2.1 Classroom Observations by chair/supervisor/designee for each year (including current year) since initial appointment.	_____	_____
2.2 Self Evaluation or Faculty 180 portfolio for each year (except current year) since initial appointment.	_____	_____
2.3 Peer Review Summaries for each year (except current year) since initial appointment.	_____	_____
2.4 Annual Performance Evaluation by chair/supervisor for each year (except current year) since initial appointment.	_____	_____
2.5 Date by which Faculty 180 portfolio will be submitted for 2020-2021.	_____	_____

Explanation for missing documentation:


Faculty member should indicate the number and reason for any evaluations which were not completed in the year they were due. Evaluations missing for reasons beyond a faculty member's control will be noted without prejudice to the promotion application.

B. Evaluation documentation for faculty who are in sixth or later year of full-time employment:

- 2.1 Classroom Observation by chair/supervisor/designee for year in which promotion is requested. _____
- 2.2 Self Evaluation or Faculty 180 portfolio for each year (except current year) since initial appointment or since last promotion. Submit only for the years this evaluation was required. _____
- 2.3 Peer Review Summary for spring semester prior to the year in which promotion is requested. _____
- 2.4 Performance Evaluation by chair/supervisor for each required year (except current year) since initial appointment or last promotion. _____
- 2.5 Date by which Faculty 180 portfolio will be submitted for 2020-2021, if applicable. _____

Explanation for missing documentation:

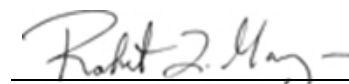
Faculty member should indicate the number of and reason for any evaluations which were not completed in the year they were due. Evaluations missing for reasons beyond a faculty member's control will be noted without prejudice to the promotion application.



Elizabeth Tanner, Vice President for Academic Success

09/01/2020

Date



Dr. Robert Garza, President

09/01/20

Date