Promotions Checklist

The Promotions Committee must base its evaluations and recommendations on the evidence in the candidate's official HR files. Candidates are responsible for ensuring their files are complete. Inadequate or incomplete HR files create an obstacle to successful promotion.

Candidates are urged to review their files regularly, especially in the fall before promotion.

Faculty are encouraged to sign a form after the files have closed in January to indicate that they have reviewed their file for completeness; however, Promotions Committee will review files regardless of whether the form is signed.

A Faculty Personnel File Missing Document Equivalency form should be substituted for any document that cannot be filed prior to the January closing date. These forms are available on the Instructional Forms page of the COCC intranet.

Requirements for promotion at each rank are indicated with an "X."

	Professor	
	Required	**Present**
Section A – Professional Improvement		
Approved PIP plan for each four-year cycle	**X**	
Final reports for each completed professional improvement cycle	**X**	
Approved PIP funding requests	**X**	
Approved sabbatical proposals and reports (if applicable)	**X**	
Section B – Student Evaluations		
All sections of one term per academic year since previous promotion	**X**	
Section C – Letters and reports		
Designated evaluator's letter of recommendation for this promotion	**X**	
Peer team reports from individual peer team members and DE, as required by Faculty Evaluation	**X**	
All letters issued by prior Promotion and Tenure committees	**X**	
Section D – Annual Reports of Activities		
Annual Reports of Activities, signed by DE, for every academic year	**X**	