

Name:
Current Rank:
Dates of Plan:
Division:
Chairperson:

Requirements for Promotion to Professor

Please use this form in conjunction with the requirements and guidelines for promotion found in the Faculty Handbook to produce a detailed promotion plan encompassing goals, objectives, and specific outcomes.

1. Master's degree or equivalent in related experience.
2. 4 years at the associate professor level at Howard Community College.
3. 4 years at meritorious level of performance during the promotion period and including the year of promotion.
4. Significant course or curriculum improvement project that strives to improve student learning including these elements:
 - a. Evidence of innovation
 - b. Design and implementation of the project
 - c. Evaluation of the project, including the collection of data.

Up to fifty percent of the work on this project may be included under the Instructional Improvement category described in the Merit Achievement Plan.

In some situations, the division chair may approve a substitute project related to program improvement or institutional enhancement. If a substitute project is approved for promotion to associate professor, it will not be approved for promotion to full professor.

5. Faculty will have participated in an approved outcomes assessment project during the promotion period.
6. Probationary faculty must also complete all activities required of probationary faculty (or the equivalent as approved by the Vice President of Academic Affairs).
7. Demonstrated evidence of quality teaching based on an analysis of student evaluations, supervisor observations, and other appropriate evidence.
8. Significant professional activity during the promotion process, including external activities. This should total around 400 hours. (Up to fifty percent may be included in normal yearly expectations.) Examples are: graduate courses, internships, community activities using professional skills, selective publications, selective presentations at national conferences, exhibits and performances.

C. Proposal for Curricular Improvement Including Assessment & Evaluation Measures

1. Title of Plan:

2. Overview/Focus of Plan:

3. Year 1

- Goals:
- Objectives:

4. Year 2

- Goals:
- Objectives:

5. Year 3

- Goals:
- Objectives:

6. Year 4

- Goals:
- Objectives:

Note: A minimum of 4 years is required. Additional time may be needed to complete some projects.

APPROVALS

Chairperson Signature Date

Vice President of Academic Affairs Signature Date