

**EMPLOYEE PERFORMANCE
FACULTY RANK AND
PROMOTION**



**Human Resources
DLC (Regulation)
Effective Date: 4.14.2026**

1. PURPOSE

This regulation’s purpose is to establish the guidelines for preparation and review of applications for faculty promotion.

2. DEFINITIONS

N/A

3. TIMELINE FOR SUBMISSION AND REVIEW OF APPLICATION

April 1	All faculty eligible for promotion shall be notified by their direct supervisor.
On or Before May 1	The faculty member will notify their supervisor of their intent to apply for a promotion in the following academic year.
On or Before September 1	The faculty member will submit their portfolio to their department chair and to all members of the Standing Rank & Promotion Committee and shall name the colleague they have selected for their unique Rank and Promotion Committee (RPC).
September 2 - January 30	The department chair shall schedule a meeting of the RPC to discuss portfolio scores and shall provide a statement to the RPC confirming that the applicant has received “meets expectations” or “exceeds expectations” on their last three annual performance evaluations. Before the RPC meets, all seven members of the RPC, including the department chair, must use the rubric (DLC Exhibit) to score all four sections of the portfolio. The department chair may inform the applicant when the committee has met, if the committee recommended promotion, and when the portfolio entered administrative review.
On or Before January 31	The SRPC committee will forward the portfolio and the committee’s recommendation to the applicant’s instructional dean, the Vice President for Academic Affairs, the Executive Vice President, and the College President.
On or Before May 1	After consulting with the applicant’s dean, the Vice President for Academic Affairs, and the Executive Vice President, the College President will notify the applicant and the SRPC committee of their decision.

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4. PORTFOLIO GUIDELINES

According to DLC (Local), a faculty member applying for promotion must develop a portfolio that describes the faculty member's teaching philosophy, teaching effectiveness, service to College of the Mainland, and professional development for the most recent three years of employment.

The portfolio must provide evidence supporting those descriptions. No department, committee, or administrator may require applicants to provide more than the maximum number of pieces of evidence or to write longer narratives than those described in these guidelines; however, all faculty should take care to include a diverse selection of evidence that promotes a comprehensive evaluation of their performance during the preceding three years.

The portfolio must be submitted to the applicant's department chair and to all members of the SRPC and must include the following four sections:

4.1 Teaching Philosophy

A. In 250 to 750 words, describe your teaching philosophy. The teaching philosophy should state the values and goals that motivate your teaching, provide evidence that you put those values and goals into practice, and establish the standards by which you evaluate the quality of your teaching. Include in your response how your philosophy aligns with the college's mission and any development or changes since last rank. Provide up to three (3) pieces of evidence Supporting evidence should demonstrate that you put your teaching philosophy into practice. These may include but are not limited to the following:

- Course evaluations.
- Thank-you notes from students.
- Quotations from Instructor of the Year nominations
- Classroom observations.
- A learning aid you created, e.g., an instructional video, PowerPoint, or assignment.
- Feedback provided on student work.
- Photographs from field trip.

4.2 Teaching Effectiveness

A. In 500-1000 words, describe how you plan, prepare, and implement effective instruction. Describe how you have used student evaluations/feedback, annual performance evaluations, assessment, observation, and/or professional development activities to improve instruction.

B. Provide 3 to 10 pieces of evidence as support. These may include but are not limited to the following:

- One syllabus and course calendar (required).
- Course evaluations—no more than one evaluation from any semester and must span the period of time since last rank (All course evaluations combined count as one piece of evidence).

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- Most recent classroom observation from supervisor (required).
- An example of notes used for presentation of material.
- Example of improved assignments or syllabus changes.
- PowerPoint or other learning aid you created, e.g., an instructional video or online activity.
- Notes from materials reviewed or considered for adoption.
- Thank-you notes from students.
- Quotations from Instructor of the Year nominations.
- Classroom observations from peers.

4.3 Service to College of the Mainland

- A. In 500-1000 words, describe your service to College of the Mainland and the community.
- B. Provide 3 to 10 pieces of evidence as support. These may include but are not limited to:
- Minutes from committee meetings showing participation/leadership.
 - Flyer or program from student activity the faculty member organized, participated in, or advised.
 - Evidence of service as a representative of the College to external organizations.
 - Letters of recommendation from college personnel that discuss the faculty member's college or community service.
 - Emails or photographs demonstrating participation in college activities or community service.

4.4 Professional Development

- A. In 500-1000 words, describe your professional development activities that have helped improve your instruction, improve the college and/or community, and/or improve your knowledge and skill in relevant areas of expertise.
- B. Provide 3 to 10 pieces of evidence as support. These may include but are not limited to:
- Program from a professional conference attended.
 - Workshops conducted.
 - Publications or conference papers.
 - Notes from research, reading, or conference attendance.
 - Program or certificate of completion from webinars or other training.
 - Evidence of further education or certification earned.
 - Documentation of relevant activities conducted while on development leave.
 - Evidence of projects, performance, fieldwork, or any other activity that contributes to your field.

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5. RPC SCORING

Before the RPC scores a portfolio, the applicant's supervisor must provide the RPC with a statement certifying that the candidate has received "meets expectations" or "exceeds expectations" on their last three annual performance evaluations.

The decision of the committee members shall be based solely upon the content of the portfolio. Before the first meeting of the RPC, all members of the RPC must use the rubric to score each of the four components of the portfolio on a scale of 1-3. A score of 1 indicates that a component is unacceptable. A score of 2 indicates that revision is needed. A score of 3 indicates that the component is satisfactory.

To determine a candidate's total score for each component, all seven (7) reviewer's scores will be added together:

Score	Determination
7-11	Fail
12-18	Needs revision
19-21	Pass

If a candidate receives a score of 19 or above on each of the four portfolio components, promotion will be recommended.

If a candidate receives a score of 12-18 for one component and the other three receive 19 or above, the candidate will have the opportunity to revise the single non-passing component.

If a candidate receives a score of 12-18 in two or more portfolio components or a score below 12 for one or more component(s), the RPC will recommend that promotion not be awarded

6. PORTFOLIO REVISION

If three sections of the candidate's portfolio receive a score of 19 or above, and only one section receives a score of 12-18, that one section will be returned to the candidate for revision. Each committee member must provide written feedback explaining their score. The candidate's department chair shall inform the candidate of the committee's decision within three (3) business days. The candidate shall be provided with the committee's feedback (names redacted) and must submit revisions to the candidate's department chair no later than ten (10) business days after receiving the committee's feedback. The RPC shall only accept revisions made to the single component in question. Should the RPC's review of a revised portfolio component result in a score of "needs revision" or "fail," promotion shall not be recommended. Revisions received after the 10th day shall not be considered.

7. ONE-TIME MERIT PAYMENT

Faculty promoted to Associate Professor through the portfolio-evaluation process will receive a one-time merit payment of \$2500.00. Faculty promoted to Full Professor through the portfolio-evaluation process will receive a one-time merit payment of \$5000.00. All merit payments are contingent upon approval of the Board of Trustees.

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8. AUTOMATIC PROMOTION PROCESS

Faculty who held the rank of Associate Professor prior to May 22, 2023, may accept automatic promotion to Professor. Faculty accepting automatic promotion will not receive the one-time merit payment.

To initiate this process, the faculty member shall ask their supervisor to initiate a Personnel Action Form (PAF) requesting the change in title. Human Resources will process the change.

9. RANK AND PROMOTION TASK FORCE

Should the Standing Rank and Promotion Committee (SRPC) receive more than twenty promotion portfolios in a year, Rank and Promotion Task Force(s) may be formed that adhere to the same requirements as the SRPC with the exception that all members will serve only one academic year.

10. REGULATION OWNER

Vice President for Administration Services

11. FORMS/REFERENCE/EXHIBITS

DLC (Local) *Employee Performance: Promotion and Demotion*

DLC (Exhibit) – *Standardized Portfolio and Rubric with Instructions*

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