**DE Promotion Letter Recommendations**

Date: [*recommended submission: Friday after Thanksgiving Holiday week*]

Salutation:

Introduction:

* Statement of the faculty member’s time at the College, rank status, and DE’s level of support for advancement

Primary Assignment

* Summarize types of classes taught and number of class preps per year since last promotion
* Advising: number of advisees and areas of advising. If the Faculty member substitutes Bobcat orientation for an advising day, they should note it. Cannot claim Bobcat O as college service if doing it for primary assignment in exchange for advising.
* Address student evaluations and peer team comments
  + Include memorable student and peer team member statements
  + Address any negative trends or extreme response; explain how it was addressed with faculty member
  + Describe actions faculty member is taking to improve student evaluations and/or peer team comments
* Explain class improvements such as:
  + Highlight new methods and how they are working
  + Discuss development of new courses/curriculum
  + Describe assessments the faculty member is engaged in
* Non-teaching load as part of primary assignment
  + For program directors, department chairs or others with release for non-teaching load, explain what that entails
  + Describe how well the individual is performing in that role
* Assessment/APR contribution efforts for department or college, as appropriate for rank

Professional Improvement

* Provide the PIP cycle # and the goals
* Summarize from the individual’s ARAs what has been accomplished in the PIP cycle
* If it is a new PIP, comment on previous PIP Final Report
* Explain how the plan benefits the college or department

Service to the College

* Summarize significant committee/task force position(s) since last promotion
* Describe the individual’s contributions to department and/or College Campus since last promotion

Service to Community (not required for promotion from Assistant I to Assistant II)

* This is the section the Promotion Committee often needs the most help interpreting
* Describe how the service is related to the person’s primary assignment
* Encourage the faculty member to explain it well in the ARA: If you see any deficiencies in the following criteria, help explain the breadth and depth details: what is the activity, relevant amount of time and effort in the service, what was the person’s contribution, how does it represent COCC in the community

Closing Statement

* Other comments or concerns
* Describe any exemplary “soft skills” or unique attributes
* Explain areas faculty member is continuing to improve upon