

SUFFOLK COUNTY COMMUNITY COLLEGE
SELDEN, NEW YORK

4/79

FORM A

APPLICATION FOR PROMOTION IN RANK

Check Rank Sought:

☐ ACADEMIC

☐ ADMINISTRATIVE

NAME _____ DATE _____

DISCIPLINE OR DEPARTMENT _____ AREA OR DIVISION _____

CAMPUS: ☐ CENTRAL
☐ SELDEN
☐ WESTERN
☐ EASTERN

YEARS AT S.C.C.C. FULL-TIME _____
PART-TIME _____

DATE OF INITIAL FULL-TIME APPOINTMENT AT S.C.C.C. _____

PRESENT RANK:

☐ INSTRUCTOR
☐ ASSISTANT PROFESSOR
☐ ASSOCIATE PROFESSOR
☐ TECHNICAL ASSISTANT

DATE OF CONTINUING APPOINTMENT _____

YEARS IN PRESENT RANK _____

EDUCATIONAL PREPARATION

INSTITUTION	PERIOD OF ATTENDANCE	MAJOR	MINOR	DEGREE/DIPLOMA/CREDITS	TRANSCRIPT IN FILE	
					VERIFIED BY	NAME
						DATE

☐ I request that experience or performance be substituted for educational requirements.

CANDIDATE'S STATEMENT:

I hereby apply for promotion to the rank of _____. I certify that all of the statements made in this application are true to the best of my knowledge. I understand that it will be necessary for the Chairperson of the College Personnel Committee (or designee) to review my personnel folder in connection with this application, and consent to such review, hereby waiving any right to privacy that may exist, and release the College from any liability relating to such review.

SIGNATURE

DATE

NAME OF CANDIDATE

PERFORMANCE OF TEACHING OR OTHER DUTIES:

Candidate should state why he or she believes promotion at this time is warranted based upon performance of teaching or other professional duties. New innovative techniques, methods, procedures or substantial improvements might be cited. Evidence based on student feedback, work toward retaining students, new administrative or work procedures initiated, or substantial improvements in office procedures or systems might be included.

CANDIDATE'S STATEMENT:

NAME OF CANDIDATESERVICE TO THE COLLEGE AND COMMUNITY:

Include contributions to the department, division, campus, college and community since the last promotion and/or employment at the College. Primary emphasis shall be placed upon service to the College and campus. List in chronological order, including dates. Examples: area, department, division, campus and college committees, duties and organizations such as (but not limited to) Academic Assembly, Academic Chairperson, Area Coordinator, Campus Congress, Faculty Association, Faculty Senate and Guild of Administrative Officers; involvement in student activities, clubs and college events; preparation of grant proposals (indicate if granted); formulation and conducting of special seminars; creative measures to enhance the delivery of college services; representing the college at conferences or professional organizations; orientation of new faculty; professionally related community activities in cultural, educational and benevolent organizations. Indicate when remuneration or honorarium is involved.

CANDIDATE'S STATEMENT: (Please list items)

VERIFICATION: The above statements are verified by documents in the candidate's file.

Signature of Administrator and Designee
of College Personnel Committee

Date

NAME OF CANDIDATE

PERSONAL AND PROFESSIONAL GROWTH:

Include items since last promotion and/or employment only. Emphasis shall be placed upon professionally related experiences. List in chronological order, including dates. Examples: advanced education, research, publications, exhibits, awards and honors, professional conferences, membership and service in professional organizations, consultant work, related travel, seminars, development of unique instructional materials and techniques. Evaluators may request to examine materials cited.

CANDIDATE'S STATEMENT:

VERIFICATION: The above statements are verified by documents in the candidate's file.

Signature of Administrator and Designee
of College Personnel Committee

Date