



FORM 1: Presentation Checklist

OVERVIEW OF PROGRAM OR POLICY

Academic Affairs Proposal

November 2016

Topic: Promotions Committee

Submitted By: Annemarie Hamlin, Amy Howell and Promotions Committee

Background Terms for faculty members on the faculty promotions committee currently are two years. (Terms for faculty members on the tenure committee are three years.) The quick turnover on this committee means that members have a short time in which to get up to speed on committee practices, and then after an initial year, they may become chair or co-chair of the committee. A three-year term would allow for development of deeper knowledge over time of committee practices as well as provide for ample training before stepping into the chair or co-chair role. Consistency across years, especially if terms are staggered, can also provide valuable knowledge and experience. A three-year term would also be a logical parallel to the term of service on the tenure committee.

Proposal

The Promotions Committee proposes changing the term of service for members of the committee to three years beginning with the election of new members, spring 2017.

Membership, Voting Status and Terms

Table with 4 columns: Position, Appointment Method, Voting Status, and Term Length. Rows include Tenured Faculty (4)\*, Tenured Faculty (1), Administrative (1)\*\*, and Vice President for Instruction.

\* Should represent a balance between Career & Technical Education and transfer areas, with no more than one faculty member from any one department.

\*\* The administrative appointment on Promotions Committee will either be an Instructional Dean or if that is not possible, another administrator who has three years minimum instructional experience.

The Promotions Committee and the President will review deliberations of the Committee before recommendations are finalized and forwarded.

The President will recommend promotions to the Board and may seek assistance in making such presentations from the Vice President for Instruction or from faculty members as seems appropriate.

Chair Election: Chair to be elected annually by the committee

## BUDGET

N/A Review key budget items.

## INSTRUCTIONAL REQUIREMENTS

- Review requirements.      • This committee requires a three year commitment of 5 faculty members.

## OPERATIONAL NEEDS, CURRENT AND FUTURE

- Review possible operational needs.      None

## STUDENT IMPACT

- Identify student impact      None

## ANTICIPATED IMPLEMENTATION TIMELINE

- Anticipated Timeline      This committee has been working already.  
11/14/2016 First reading  
11/28/2016 Second reading  
11/12/2016 Approval by President