

Checklist: What Constitutes a Complete File for Promotion Consideration?

The Promotions Committee must base its evaluations and recommendations on the evidence in the candidate's official HR files. Inadequate or incomplete HR files create an obstacle to successful promotion. Candidates are responsible to ensure that their files are complete. Candidates are urged to review their files regularly, especially in the fall before promotion. Faculty are required to sign a form after the files have closed in January to indicate that they have reviewed their file for completeness.

A Faculty Personnel File Missing Document Equivalency form should be substituted for any document that cannot be filed prior to the January closing date. These forms are available on the [Instructional Forms](#) page of the COCC intranet.

The following documents are needed:

1. Designated evaluator's letter of recommendation for this promotion
2. Peer team reports from individual peer team members and DE, as required by Faculty Evaluation
3. Student evaluations for all terms required by Faculty Evaluation
4. Administrative evaluation report (usually from the 2nd year of teaching), summarizing classroom visit observation conducted by Instructional Dean and/or VPI
5. Annual Reports of Activities, signed by DE, for every academic year
6. Approved PIP plan for each four-year cycle
 - a. DE letter of support for PIPs submitted before Fall 2014*
7. Final reports for each completed professional improvement cycle
8. All letters issued by prior Promotion and Tenure committees.
9. Approved PIP funding requests
10. Approved sabbatical proposals and reports (if applicable)

* Following a fall 2014 requirements revision, all PIPs are approved by PIRT instead of the chair/dean, thus PIPs that were submitted after June 2014 do not have a DE letter of support.