

**Promotion Timeline**  
Revised October 8, 2018

**In the first few years of employment**

Faculty anticipating promotion and their designated evaluators should review and discuss the following criteria for evaluation and promotion. Some of these documents are available on the Promotions Committee web page: <https://www.cocc.edu/committees/faculty-promotions-committee/>

- Faculty Evaluation Official Practices (<https://www.cocc.edu/departments/instruction/faculty-resources/faculty-evaluation-standards/default.aspx>)
- Promotion Checklist [https://www.cocc.edu/committees/faculty-promotions-committee/files/promotion\\_checklist\\_complete\\_file.pdf](https://www.cocc.edu/committees/faculty-promotions-committee/files/promotion_checklist_complete_file.pdf)

Faculty members should check their files regularly in the months prior to promotion in order to insure that all documents are in place in the HR file. The following dates relate to official practices.

**By October 15**

- Vice President for Instruction identifies faculty eligible for promotion.

**Prior to November 15**

- Promotion Committee invites eligible faculty members to attend informational meetings on promotions criteria, procedures and timelines.

**November 15**

- Decision deadline for eligible associate professors to inform the Vice President for Instruction of their intention to stand for promotion to professor.
- Vice President for Instruction requests to be notified of faculty retirements and resignations.

**Prior to January 15**

- Faculty members standing for promotion are expected to review their HR files. This is to be documented by signing the review record in their file. See Checklist: What Constitutes a Complete File for Promotion: <https://www.cocc.edu/committees/faculty-promotions-committee/helpful-links.aspx>
- Any submitted documents found to be missing from HR file, should be reported immediately to the Vice President for Instruction and the Promotions Committee Chair(s) and the faculty member should submit a missing documents form: <https://intranet.ad.cocc.edu/departments/instruction/instructional-forms.aspx>
- “The faculty member may also include in his/her personnel file a written response to any material in the file.” Ref: Collective Bargaining Agreement 2016-19, Article 12. Any such written responses should be submitted immediately to the Vice President for Instruction for review and submission to the faculty member's HR file.

## January 15

- HR Files Close: Deadline for submitting all required and relevant documents to support promotion to the Vice President for Instruction, for review and submission to faculty members' HR files.
- Eligible faculty and administrators, and/or their designated evaluators, submit requests and nominations for Emeritus Status.

## February

- Promotions Committee reviews HR files, makes recommendations for faculty promotion, and prepares letters recommending promotion, with supporting reasons; or advisory letters if promotion is not recommended, with supporting reasons; to be submitted to the President for review, and to individual faculty candidates.
- Promotions Committee submits written recommendations on faculty promotions to the President for review.
- Promotions Committee submits recommendations for Emeritus Status to the Vice President for Instruction. See General Procedures Manual: HR-13-1 Faculty (1): Emeritus Status
- "If the Committee needs clarification on an item contained in the file, the Committee may ask for a meeting with either the candidate or the candidate's designated evaluator. The faculty member or their designated evaluator shall not be called in to clarify items missing from the file." See the General Procedures Manual, **G-34-3.1.6** Faculty Promotions Procedures: <https://www.cocc.edu/policies/general-policy-manual/faculty/faculty-promotions-procedures.aspx>

## Before the regularly scheduled Board Meeting – usually March

- Committee representative delivers the letters prepared and signed by the Promotions Committee to individual candidates for Promotion and Emeritus Status.
- The President, with the assistance of the Vice President for Instruction, will present approved recommendations for faculty promotion, and for faculty and administrator Emeritus Status, to the COCC Board of Directors for approval. Note "Promotion recommendations are made to the Board of Directors by a faculty- chaired committee" and thus are not final until approved by the Board. <https://www.cocc.edu/policies/general-policy-manual/faculty/promotions.aspx>