

Henderson Community College Promotion Process

Promotion Timeline/Employment (defined 2012-2013; revised 2015-2016)

In May of the year preceding development of the promotion or review notebook the Faculty member will receive an email invitation from the college President requesting their participation. The President will invite Faculty to submit a 2nd year review notebook, 3rd year promotion notebook, 5th year review notebook, 6th year promotion notebook, or 12th year promotion notebook.

Please note that **two** formal notebooks are needed for the promotion process (one will be returned for your records).

All promotions, whether determined locally or at the System level, require approval by the KCTCS Board of Regents.

- Year 1 – keep records including PPE, student evaluations, committee evaluations, letters, etc.
- Year 2 – develop portfolio notebook for review process (does not include any letters of reference and PPE rating is not given early)
- Year 3 – submit formal portfolio to President’s Office, includes letters of reference and early PPE rating – successful completion results in promotion to Assistant Professor. Consider KCTCS-service leadership position (Senator, etc.)
- Year 4 – keep records including PPE, student evaluations, committee evaluations, letters, etc. for development of Professor portfolio, hold KCTCS-wide leadership position
- Year 5 - develop portfolio notebook for review process (does not include any letters of reference and PPE rating is not given early)
- Year 6 - submit formal portfolio to President’s Office, includes letters of reference and early PPE rating – successful completion results in promotion to Associate Professor with tenure or extended contract depending on position
- Year 7 – keep records for person use only, not portfolio
- Year 8 – keep records for person use only, not portfolio
- Year 9 – keep records for person use only, not portfolio
- Year 10 – keep records including PPE, student evaluations, committee evaluations, letters, etc. for development of Professor portfolio
- Year 11 – keep records for development of Professor portfolio
- Year 12 – submit formal portfolio to President’s Office, includes letters of reference and early PPE rating – successful completion results in promotion to Professor

Letters of Reference from Faculty and members of the community for promotion (not review)

The Faculty promotion calendar for the academic year is available on the college website at

http://henderson.kctcs.edu/en/About_Us/Faculty_and_Staff_Information/Human_Resources_Information.aspx.

- Each formal promotion file must contain a letter from the Division Chair and six or more Faculty letters, including at least all Associate and Professor division members located on the same campus. Faculty letters should be addressed and sent to the college President.
- In November, Faculty candidates for promotion (not review) send a list of those they wish to submit letters of recommendation to the President’s Office.
- In January the President notifies the Faculty and any others about required letters.
- Colleague letters are due to the President’s Office in early February.

Additional information may be found at http://www.kctcs.edu/en/Faculty_and_Staff/Academic_Affairs.aspx.