

## Faculty Promotions Procedures

*Click on the pictures to view videos*

Contract between the County College of Morris and the Faculty Association of the County College of Morris, Inc. Faculty Promotion and Procedures as defined in FACCM contract, Article VI, A through F and listed on Page 105.



### Important Dates

#### October 15

President of FACCM conducts election for membership on Promotion Procedures Committee and appoints a committee.

#### October 17 \*

President of FACCM submits the names of the FACCM Promotion Procedures Committee to the Vice President of Academic Affairs.



November 1\*

Faculty applying for promotion shall have submitted an application to their chairperson, Faculty Promotion Procedures Committee, and the appropriate division dean.



February 1

Faculty applying for promotion submits self-evaluation, peer evaluations, copy of the SOR composite for the current academic year, and any additional materials the applicant deems relevant to the support the application to the FACCM Promotions Procedures Committee, chairperson, and division dean.



*Kathy Prokop has agreed to share a copy of her complete application packet to serve as an example of a successful submission. It can be viewed in the Center for Teaching Excellence Resource Lounge (A-105H).*

February 15

Conferences with the chairperson, if any, to discuss promotion applications shall have been held.



March 1

FACCM Promotion Procedures Committee makes recommendations to the division deans and the Vice President of Academic Affairs.

Faculty member and the division dean shall receive a copy of the completed Recommendation for Promotion in Rank from the chairperson.



March 10

Division deans' meeting, if any, shall have been held with faculty member who has applied for promotion. Dean Cunningham of the Division of Health and Natural Sciences presents information that the Deans consider when evaluating a faculty's application for promotion.



March 20\*

Division deans shall have forwarded their recommendations regarding promotion to the VP of Academic Affairs, chairperson, and faculty member.



April 30

VP of Academic Affairs shall notify faculty member of his/her recommendation regarding promotion in rank.

\*Since October 17 falls on a Saturday, the deadline is Monday, October 19  
Since November 1 falls on a Sunday, the deadline is Monday, November 2  
Since March 20 falls on a Saturday, the deadline is Monday, March 22