

# County College of Morris

## Adjunct II Promotion Application

See CCM-UAFNJ Contract Article VI-B for specific Classification and Promotion Information.

Application and Items listed below must be submitted to the Department Chair by the Candidate for Promotion no later than the first day of classes in the Fall and Spring semester.

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ADJUNCT INSTRUCTOR NAME:

DATE:

DEPT. CHAIRPERSON:

DEPARTMENT:

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### ADJUNCT II

Application and items listed below must be submitted to the Department Chair by the candidate applying for Promotion.

1.  Letter of Intent to Apply for Promotion – A Letter of Intent does not supersede conditions of employment cited in Article II
2.  Employment Curriculum Vitae or Resume
3.  Verification of Credit Hours Taught
4.  Fulfillment of Duties Listed in Article VII(G)
5.  Classroom Observation of Teaching Effectiveness
6.  Student Evaluations of Teaching Effectiveness
7.  Completion of Compliance and Institutional Training: \*\*
  - A. Acknowledging the following policies through Vector Solutions:
    - CCM Code of Ethics Policy
    - CCM Employee Code of Conduct
    - Policy Governing Use of Information Technology
    - Data Security Policy
  - B. Completing training courses through the Vector Solutions Training Plan:
    - Title IX and Sexual Harassment Prevention for Employees (Full)
    - Sexual Harassment: Staff-to-Staff
    - Campus Safety Training
  - C. Completing the following training through KnowBe4 (assigned by CCM Solutions Center)
    - Cyber Security Training
8.  Evidence of Academic Achievements and Recognitions by Professional and Community Organizations
9.  Evidence of Continuing Education and Credits Earned Subsequent to Original Hire

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PROMOTION – RECOMMENDED

NOT RECOMMENDED

DEPT. CHAIRPERSON SIGNATURE

DATE:

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PROMOTION – RECOMMENDED

NOT RECOMMENDED

DIVISION DEAN SIGNATURE

DATE:

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\*\* Requirements for Rehired Adjunct II Applicants