

EVALUATION AND PROMOTION PROCEDURES FOR ADJUNCT COUNSELORS

A. General Time-Line

- (1) Deans of Students and Vice President for Student Affairs review Adjunct Counseling Seniority list around November 1 and April 1 to identify those adjunct counselors who will meet the minimum service requirements for promotion by the following September 1.
- (2) Deans of Students contact eligible adjunct counselors to determine if they have satisfied the education requirements for promotion.
- (3) Immediate supervisor conducts formal evaluation/observation (B2 Form) and makes recommendation to Dean of Students.
- (4) Dean of Students makes recommendation to Provost (C1 Form) for inclusion in either February or August BOT resolutions, and sends copy of evaluation materials to Vice President for Student Affairs for review.

B. Eligibility for Promotions

- (1) Promotions are based on:
 - a. meritorious performance of professional duties
 - b. professional growth
- (2) Minimum service requirements to be eligible for promotion¹

For promotion to Adjunct:

Assistant Professor 10 semesters and 39 credit hours as Instructor
Associate Professor 14 semesters or 54 credit hours as Assistant Professor
Professor 18 semesters or 69 credit hours as Associate Professor
Professional Assistant II . . . 14 semesters as Professional Assistant I

- (3) Educational Requirements for Promotion – see separate document

C. Evaluations/Observations

- (1) Evaluations/observations for adjunct counselors should be performed during their first semester at the College, during their first semester working on a new campus or in a new assignment, and on an annual basis until the adjunct counselor has been working for 10 semesters and is eligible for promotion. Following promotion to Assistant Professor, evaluations should be conducted periodically or on an as-needed basis. In addition, there must be at least one formal evaluation/observation before each promotion.
- (2) Procedural (Contractual) Requirements - same as for full-time counseling faculty.

¹Note: Only service in counseling counts towards the semester and credit hour requirements.