

**SUFFOLK COUNTY COMMUNITY COLLEGE**

**FORM C1 – EVALUATION BY ACADEMIC CHAIR OR SUPERVISOR**

NAME of CANDIDATE \_\_\_\_\_

Academic Discipline \_\_\_\_\_

Campus \_\_\_\_\_

Please comment on all parts of the candidate's application, in addition to verification of candidate's statement.

**A. PERFORMANCE OF TEACHING AND/OR PROFESSIONAL DUTIES**

Please use the Promotion Committee's guidelines (below) in completing the recommendation:

**ASSISTANT PROFESSOR** • The candidate's performance at this level, while not necessarily outstanding, should be more than merely satisfactory with clear demonstration of the potential to be excellent/ outstanding.

**ASSOCIATE PROFESSOR** • At this rank, the candidate should exhibit a mastery of more diverse instructional methodologies, an ability to teach a broader range of courses, and a greater adaptability to meeting diverse student needs. The candidate's classroom performance, in all the key categories, should have a substantive evaluation indicative of excellence.

**PROFESSOR** • A candidate for promotion to full professor should demonstrate significant mastery of teaching. The candidate should be capable of utilizing the full range of instructional methodologies, be able to teach the broadest possible range of courses in his/her discipline, and be capable of responding with skill and self-assurance to the full gamut of students' educational needs. The candidate's classroom performance, in all the key categories, should have an evaluative rating of "excellent." He/she should be someone to whom you would refer a new instructor for peer mentoring and someone whose class you would recommend to a relative or friend.

**Specifically, explain how the candidate meets the above criteria. Give examples.**

**B. SERVICE TO THE COLLEGE AND COMMUNITY**

Please use the Promotion Committee’s guidelines (below) in completing the recommendation:

**ASSISTANT PROFESSOR** • The expectation for this rank should be strong service at the department/area level, in terms of positive and proactive involvement in department/area committees and projects. Evidence of curriculum development (e.g. review and revision of existing programs/courses, creation of new programs/courses) and commitment to academic advising, student recruitment and retention would also be desirable.

**ASSOCIATE PROFESSOR** • The expectation for this rank should be a strong presence at the department level as well as solid service at the campus or college level. The candidate should at this point have a significant, positive impact on departmental matters and be in the process of becoming well known to faculty and administrators outside of his/her department or area through campus and/or college meetings, committees, and projects. He/she should also have begun to demonstrate some type of leadership role in his/her chosen paths of service.

**PROFESSOR** •: The expectation for this rank should be strong, proactive service at the college level, in addition to the department/area and campus levels. The candidate should have a strong and positive campus presence, and be in the process of becoming well known to faculty outside of his/her department/home campus. He/she should have demonstrated by this time a positive attitude and a leadership role in some form or area of service to the college, and his/ her overall evaluative rating for service should be unequivocally “excellent.”

**Specifically, explain how the candidate meets the above criteria. Give examples.**

**C. PERSONAL AND PROFESSIONAL GROWTH**

Please use the Promotion Committee’s guidelines (below) in completing the recommendation:

**ASSISTANT PROFESSOR** • The expectation for this rank should be evidence of remaining current in one’s field through relevant coursework (where needed) and attendance at local, national, or regional professional conferences. Membership in appropriate professional organizations would also be expected.

**ASSOCIATE PROFESSOR** • The expectation for this rank should be everything required at the assistant professor rank, but in greater quality and quantity. For example, instead of mere attendance at conferences and workshops, the faculty member should strive to be a presenter at these programs. Instead of simply belonging to a professional organization, one should move toward an active role in that organization.

**PROFESSOR** • The expectation for promotion at this rank should be everything required at the assistant and associate professor ranks, but in still greater quality and quantity. At this point, there should be evidence of some significant professional accomplishment as appropriate to the changes in the field (e.g. recent attainment of a doctorate or completion of advanced graduate coursework, publications relevant to teaching or to one’s academic discipline, public performances/exhibits, presentation of papers and/or workshops at national or regional conferences, attainment of a leadership role in a professional organization, development of new instructional methods in one’s discipline).

**Specifically, explain how the candidate meets the above criteria. Give examples.**

RECOMMENDATION OF ACADEMIC CHAIRPERSON:

NOTE: The question sometimes arises as to whether a candidate for promotion should be “excellent” or “outstanding” in all three categories of teaching, college service and professional growth. The answer is yes, especially with respect to the full professor rank.

Promotion Not Recommended

Promotion Recommended

BASIS FOR RECOMMENDATION:

SIGNATURE/TITLE OF ACADEMIC CHAIRPERSON \_\_\_\_\_ DATE \_\_\_\_\_

I have reviewed this form and have  have not  attached an additional statement.

\_\_\_\_\_  
Date  
S.C.C.C. #114

\_\_\_\_\_  
Signature