

LAMAR STATE COLLEGE – PORT ARTHUR

Recommendation Form

for

FACULTY PROMOTION FOR _____
Year

Academic Division

Name

Department

Rank Applied For

RECOMMENDATION CONCERNING PROMOTION:

	YES	NO		YES	NO
_____ Department Chair	___	___	_____ Chair, Division Promotion Committee	___	___
	YES	NO			
_____ Dean	___	___			
	YES	NO			
_____ Vice President for Academic Affairs	___	___			
	YES	NO			
_____ President	___	___			

LAMAR STATE COLLEGE – PORT ARTHUR
APPLICATION FOR FACULTY PROMOTION

Academic Division

Name _____ Date _____

Department _____

Present Academic Rank _____

I. SUMMARY INFORMATION (obtain from applicant’s Personnel Office file)

A. Years full-time creditable service at Lamar State College-Port Arthur prior to current year as:

Instructor _____

Assistant Professor _____

Associate Professor _____

B. Years full-time faculty experience:

Lamar-Port Arthur and elsewhere _____

II. GRADUATE WORK AND DEGREES

A. Highest Degree _____ Date Awarded _____

Institution _____

B. Graduate hours completed beyond highest degree _____

Institution(s) _____

I authorize release of my personnel and academic records to appropriate individuals, committees, and offices in consideration of my application for promotion.

I have read the regulations regarding faculty promotion in the Lamar State College-Port Arthur Faculty Handbook. I understand that pursuant to V.4.31 of the Texas State University System Rules and Regulations that faculty members who are not recommended for promotion shall not be entitled to a statement of reasons for the decision against the recommendation.

Signature

III. CRITERIA FOR PROMOTION

Decisions regarding the promotion of faculty in the Academic Programs Division are based on the following criteria:

Instructor

Master's degree from a regionally accredited institution.

Assistant Professor

Doctorate from a regionally accredited institution or thirty hours beyond the master's degree and four years of full-time teaching at Lamar-Port Arthur; productive participation in campus affairs; and demonstrated proficiency in teaching, recognized scholarly production, research, or professional achievement (see Policy on Terminal Degrees).

Associate Professor

Doctorate from a regionally accredited institution; four years as a full-time Assistant Professor at Lamar-Port Arthur; demonstrated proficiency in teaching; recognized scholarly production, research, or professional achievement; and productive participation in campus affairs (see Policy on Terminal Degrees).

Professor

Doctorate from a regionally accredited institution; six years as a full-time Associate Professor at Lamar-Port Arthur; superior teaching effectiveness; recognized scholarly production, research, or professional achievement; substantial contribution to campus affairs; and demonstrated performance as a leader.

The criteria listed above represent minimum levels of academic achievement necessary for a faculty member to be considered for promotion; however, neither attainment of minimum qualifications nor fulfillment of the criteria for promotion guarantees promotion. Other factors may make it necessary or desirable, in the institution's judgment, to limit the number of promotions available in a particular year. Thus, promotion may be based not only on merit but on competition with one's colleagues and other factors as determined by the institution.

Claims of excellence or distinction in any area must be documented. In the review process, attention will be focused upon the accomplishments since appointment to the present rank.

Policy on Terminal Degrees

An earned doctoral degree is the standard for promotion or appointment beyond the rank of Assistant Professor except in those fields which normally do not have the degree available or which recognize other evidence of academic or professional achievement in lieu of the doctorate. The President, upon recommendation of the Vice President for Academic Affairs, shall establish the status of the degrees in these areas. A Degree[®] in the preceding criteria refers to a degree in the instructor's teaching field. When required, instructors must have the appropriate approval from state or national accrediting bodies.

IV. INFORMATION TO BE INCLUDED WITH APPLICATION FOR ASSOCIATE AND FULL PROFESSOR

A. TEACHING PROFICENCY/SUPERIOR TEACHING EFFECTIVENESS

Information of the following kinds should be provided:

1. Candidate's knowledge of his/her teaching field and ability to articulate this knowledge through effective teaching. Information could come from several sources such as faculty, students, administrative personnel, and ex-students.
2. Significant contributions to the development of courses, curricula, and other teaching activities.

B. SCHOLARLY PRODUCTION AND/OR RESEARCH

A distinction should be made on the basis of achievement on national, regional, or local levels

1. Publications (include reprints).
2. Scholarly/professional works; e.g., production of shows, recitals, recordings, musical compositions, commissions, performances, demonstrations, lighting, and set or costume design.
3. Scholarly papers presented at professional meetings.
4. Service as a commentator, panelist, or discussant at professional meetings.
5. Maintenance of a current perspective in discipline through attendance at professional meetings, workshops, seminars, or credit courses, and completion of additional graduate work, degrees, or certificates.
6. Direction and leadership of extra-curricular seminars, workshops, demonstrations, or comparable creative activities (not related to regular classroom teaching).
7. Conduct of research (funded or non-funded).

C. PROFESSIONAL ACHIEVEMENT

1. Recognition for achievement in discipline; e.g., honors, awards, medals, commendations from professional academic organizations, educational institutions, governmental agencies, or private foundations.
2. Professional service, such as service as an officer in state, national, or international organization, or as chairperson of professional committees.
3. Community service, such as consultant in area of professional competence.

D. PARTICIPATION IN DIVISION AND CAMPUS AFFAIRS (for Associate Professor) /
SUBSTANTIAL CONTRIBUTION TO DIVISION AND CAMPUS AFFAIRS (for Professor).

1. Service on division and campus standing or elected committees and/or Faculty Senate.
2. Service as chairperson of standing or elected committees.
3. Service as academic advisor and/or in freshman orientation.
4. Sponsorship of academic organizations.
5. Assisting with administrative duties of department/program or division.

E. DEMONSTRATED PERFORMANCE AS A LEADER

1. Service in leadership roles in department/program, division, or campus.
2. Recognition by peers for leadership ability.

F. OTHER INFORMATION

Include any other information deemed appropriate in considering this application.