POLICY:

The Rank Committee of the Faculty Council of the City Colleges of Chicago and the Administration have agreed on the specific minimum criteria for each rank. The criteria are as follows:

There shall be four general categories of qualifications for promotion in rank:

- **Performance in teaching**
- **Performance as a member of the college**
- **Professional growth**
- **Experience and length of service**

The candidate must meet the requirements in all four categories.

Tenure shall be a requirement for promotion in rank after initial placement.

It is expected, as always, that a high rank demands a more distinguished performance than a lower rank.

It shall be understood that strict adherence in the application of the criteria is desirable and that only the best qualified candidates may achieve promotion.

**Performance in teaching**

Emphasis on effective teaching is a distinguishing and important characteristic of the City Colleges of Chicago. Each candidate for promotion shall be evaluated separately and confidentially by:

- The Rank Committee of the candidate’s faculty unit*.
- *For purposes of Policy 2.21A and 2.21B, in their entirety, faculty unit is defined as the candidate’s department or discipline.
• Department Chair or Director, and the Dean or Vice President for Academic Affairs, or equivalent administrator as the college President may direct.

• The following evaluations shall be used:
  – Superior
  – Good
  – Fair
  – Poor

• In the evaluation of performance in teaching, the following factors shall be taken into consideration:
  – Mastery of subject matter
  – Knowledge of subject taught and of changes in applied aspect of specialty
  – Interest in subject taught
  – Academic breadth and perspective: ability to relate subject matter taught to broader areas
  – Presentation of subject matter relevant to student needs
  – Competence in the application of subject matter
  – Classroom technique and performance; Ability to:
    ▪ Make clear in measurable terms the course objectives, student learning outcomes, and requirements for grades.
    ▪ Meet the class promptly, regularly and responsibly.
    ▪ Organize the course and prepare adequately for each class.
    ▪ Make a clear and intelligible presentation of subject matter.
    ▪ Illuminate subject matter through concrete illustrations, pertinent subsidiary information, applications to practical situations, etc.
    ▪ Stimulate lively, well-directed discussions.
    ▪ Arouse student interest in subject matter and stimulate independent thought and effort.
    ▪ Make course content relevant to the student.
    ▪ Adjust teaching techniques and subject matter to the range of the class.
    ▪ Develop student ability to appreciate and to engage in critical thinking.
    ▪ Establish and maintain activities and interest which develop effective communication with the student(s).
    ▪ Use instructional technology effectively.
    ▪ Evaluate own performance as a teacher and make continuous improvements.

These evaluations shall be sent to the College President who will include them with the other materials forwarded to the local College Rank Promotions Committee.

A candidate may also request that any other documents or information relating to his/her performance as a teacher be added for evaluation.

From these evaluations, and from any other relevant data in this area, the local Rank Promotions Committee shall derive an overall performance in teaching category rating of:
• Superior
• Good
• Fair
• Poor
Performance as a member of the college

The Rank Promotions Committee and the President shall evaluate the candidate’s participation in the educationally important activities of the candidate’s department/discipline of the College and of the City Colleges of Chicago. The candidate’s qualities of leadership and cooperation, as well as personal and professional integrity and responsibility, shall be factors in the evaluation in this category.

The candidate shall be evaluated in the following areas:

A. **Work on faculty and other college committees:** This shall include the candidate’s participation on any committee of the College, the local Faculty Council, or the FCCCC on which the candidate has served as an elected, volunteer or appointed member. Service as Chair or Secretary shall carry greater weight than membership only, unless evidence is presented of outstanding contribution as a member.

B. **Participation as a department/discipline member:** This shall include the candidate’s participation on any department or discipline committee, contribution to curriculum development, providing of teaching materials for other members, assistance to new and adjunct faculty members, and the promotion of the department within the College and the community.

C. **Interest in students:** This shall concern the candidate’s participation in extracurricular activities with students and student groups, in personal conferences and advising, informal discussions and hospitality to students, sponsorship of student organizations, and acceptance of responsibility for advising students within the faculty area of competence.

To qualify for promotion, the candidate shall provide evidence of performance in each of these areas since the last promotion. Substantial achievement in any one area in this category may compensate for lesser (but not the absence of) achievement in one or both of the others.

**Professional Growth**

The Rank Promotions Committee and the President shall evaluate candidates in this category under four separate areas. Evidence of substantial achievement in any one of the four areas in this category, may compensate for lesser, but not the absence of, achievement in the other categories.

Evidence of the candidate’s professional growth since his last promotion is required.
The four areas are:

A. **Creative productivity:** Performance in this area shall include publication of books; articles; films; television performances and programming; musical or dramatic composition and performance; participation in shows in art; traveling fellowships; special foundation grants; independent study and/or research; development of educational software; and work in the applied aspects of the faculty member’s specialty. Performance in this area need not be exclusively within the candidate’s field, certification or specialization. Performance in this area can include development of new courses, assessment of student outcomes, and/or service as an accreditation self study coordinator.

B. **Education requirements:** The following educational preparation requirements for each rank are minimums for qualification to be considered for promotion. Less than the stipulated requirements in this area shall be acceptable if there is evidence of substantial or distinguished performance in any one or more of the other areas of this category.

<table>
<thead>
<tr>
<th>Assistant Professor</th>
<th>Associate Professor</th>
<th>Professor</th>
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<tbody>
<tr>
<td>15 semester hours of graduate credit* more than the minimum requirements for certification for employment in CCC.</td>
<td>30 semester hours** of graduate credit* more than the minimum requirements for certification for employment in CCC.</td>
<td>60 semester hours** of graduate credit* more than the minimum requirements for certification for employment in CCC or an earned Doctor’s degree.</td>
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</tbody>
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* Graduate credit must be extended by a regionally accredited institution of Higher Education and appear on an official college transcript.

** The Rank Promotions Committee may also take into consideration under this category advanced study with recognized teachers (as in the Fine Arts), participation in workshops, institutes and seminars, practical experience in related non-academic fields (including travel), and applied experience in the field of specialization.

Credit hour totals indicated above shall be cumulative for each rank. The candidate for Professor needs only the total of 60 semester hours of graduate credit more than the minimum requirements for certification for employment in the City Colleges of Chicago.

Credits outside the field of specialization or certification shall be taken into consideration under this category if evidence is presented of their relevance or value to the performance and/or professional growth of the candidate as a faculty member. Courses and credits shall be considered graduate if the university so transcripts the course.

C. **Participation in professional associations or organizations:** Performance in this area shall be indicated by the candidate’s participation in workshops, institutes, seminars, and conferences within the field of specialization; by membership and holding office in professional associations or organizations, and by professional honors and awards. Service as an officer, committee chair, or other substantial contribution shall carry greater weight than membership alone.
D. Community Service: Performance in this area may be indicated by the candidate’s participation in community activities external to the City Colleges. These activities shall be voluntary and non-reimbursed services.

Experience and length of service

<table>
<thead>
<tr>
<th>Assistant Professor</th>
<th>Associate Professor</th>
<th>Professor</th>
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<tr>
<td>Three years of college teaching experience.</td>
<td>Six years of college teaching experience and three years in rank of Assistant Professor in the City Colleges of Chicago.</td>
<td>Ten years of college teaching experience and four years in the rank of Associate Professor in the City Colleges of Chicago.</td>
</tr>
</tbody>
</table>

Experience and length of service in other fields relevant to performance as a faculty member may be considered equivalent to teaching experience.