

LAMAR STATE COLLEGE - PORT ARTHUR

Recommendation Form

for

FACULTY PROMOTION FOR \_\_\_\_\_  
Year

Technical Division

\_\_\_\_\_  
Name

\_\_\_\_\_  
Department

\_\_\_\_\_  
Rank Applied For

RECOMMENDATION CONCERNING PROMOTION:

_____	YES	NO	_____	YES	NO
Department Chair	<input type="checkbox"/>	<input type="checkbox"/>	Chair, Division Promotion Committee	<input type="checkbox"/>	<input type="checkbox"/>

_____	<input type="checkbox"/>	<input type="checkbox"/>
Dean		

_____	<input type="checkbox"/>	<input type="checkbox"/>
Vice President for Academic Affairs		

_____	<input type="checkbox"/>	<input type="checkbox"/>
President		

LAMAR STATE COLLEGE - PORT ARTHUR  
APPLICATION FOR FACULTY PROMOTION

Technical Division

Name \_\_\_\_\_ Date \_\_\_\_\_

Department/Program \_\_\_\_\_

Present Rank \_\_\_\_\_

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

- A. Employed at Instructor \_\_\_\_\_ Level
- B. Years of creditable full-time teaching experience at Lamar State College-Port Arthur completed prior to current year \_\_\_\_\_

II. GRADUATE WORK AND DEGREES

- A. Highest Degree (or Certificate) \_\_\_\_\_  
Date Awarded \_\_\_\_\_  
Institution \_\_\_\_\_
- B. Graduate hours completed beyond highest degree \_\_\_\_\_  
Institution(s) \_\_\_\_\_
- C. Certifications or licensure \_\_\_\_\_

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

Criteria for promotion in the 1999 Faculty Handbook are listed below. The criteria listed represent minimum levels of achievement necessary for a faculty member to be considered for promotion:

#### Technical Programs Division

For instructors initially employed at the Instructor I rank, the following criteria should be met to be considered for promotion from Instructor I to Instructor II:

1. First Promotion (From I to II): Four years teaching experience at Lamar-Port Arthur and evidence of effective teaching, professional growth, and campus service.
2. Second Promotion (From II to III): Ten years of teaching experience at Lamar-Port Arthur; minimum of bachelor's degree for faculty in Industrial Technology and Allied Health or master's degree for faculty in Business Technology; demonstrated proficiency in teaching; recognized scholarly production, research, and/or record of professional growth and achievement; and productive participation in departmental and campus affairs.
3. Promotion to Instructor IV Rank: Fifteen years teaching experience at Lamar-Port Arthur; superior teaching effectiveness; recognized scholarly production, research, and/or record of professional achievement and growth; demonstrated performance as a leader in departmental and campus affairs.

Instructors initially employed at the Instructor II level must meet the following criteria to be eligible for promotion to higher rank:

1. First Promotion (From II to III): Five years of teaching experience at Lamar-Port Arthur; demonstrated proficiency in teaching; recognized scholarly production, research, and/or record of professional achievement and growth; and productive participation in departmental and campus affairs.
2. Promotion to Instructor IV Rank: Ten years of teaching experience at Lamar-Port Arthur; superior teaching effectiveness; recognized scholarly production, research, and/or record of professional achievement and growth; demonstrated performance as a leader in departmental and campus affairs.

### IV. INFORMATION TO BE INCLUDED WITH APPLICATION FOR PROMOTION

#### A. TEACHING EFFECTIVENESS

Information of the following kind 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.
3. Counseling/advising students.

#### B. PROFESSIONAL ACTIVITIES

1. Scholarly papers presented at professional meetings.
2. Service as a commentator, panelist or discussant at professional meetings.
3. Direction and leadership of extra-curricular seminars, workshops, demonstrations or comparable creative activities (not related to regular classroom teaching).
4. Conduct of research (funded or non-funded).
5. Recognition for achievement in discipline, e.g., honors, awards, medals, commendations from professional organizations, educational institutions, governmental agencies or private foundations.
6. Professional service, such as service as an officer in state, national, or international organization, or as chairperson of professional committees.
7. Community service, such as consultant in area of professional competence.

#### C. PROFESSIONAL GROWTH

1. Maintenance of a current perspective in discipline through attendance at professional meetings, workshops, or seminars.
2. Completion of additional academic course work, degrees, or certificates.

#### D. PARTICIPATION IN DIVISION AND CAMPUS AFFAIRS

1. Service on division and campus standing or elected committees and/or Faculty Senate.
2. Service as chairperson of division and campus standing or elected committees.
3. Service as academic advisor and/or in freshman orientation.
4. Sponsorship of student organizations.
5. Placement of students.

#### E. OTHER INFORMATION

Include any other information deemed appropriate in considering this application.