

PERFORMANCE CRITERIA FOR PROMOTION – SPECIALISTS

Candidates for promotion in academic rank are expected to demonstrate meritorious performance in each of the following categories: professional services, college/community service, and professional growth.

Evidence of meritorious performance in each category could include the following:

A. PROFESSIONAL SERVICES

- Excellence in the provision of a broad range of professional services
- In-depth knowledge of one's professional area of responsibility
- Extensive and up-to-date knowledge of current trends, legal and professional issues, governmental regulations, etc. within area of professional responsibility
- Positive administrative and peer evaluations and student feedback, as appropriate
- Ability to work well with people from diverse backgrounds at all levels of the College
- Regular and punctual attendance and effective discharge of duties (e.g., timely performance of professional responsibilities, meeting appointments on time, attendance at meetings, etc.)
- Demonstrated initiative, follow-through, and dependability in the performance of professional responsibilities
- Development of new programs, and services
- High degree of professionalism and adherence to ethical standards
- Evidence of availability, accessibility and responsiveness to College needs above and beyond the minimum requirement
- Extensive knowledge and effective utilization of campus/community resources

B. COLLEGE/COMMUNITY SERVICE:

- Active service and/or leadership on area, campus and college committees, faculty governance, and employee organizations

- Involvement in student activities and clubs
- Preparation of grant proposals and/or implementation of grant-funded projects, as appropriate
- Effective leadership in area activities and/or coordination of programs/services
- Leadership in developing partnerships with businesses, high schools, colleges and county organizations, as appropriate
- Creation and presentation of special workshops and seminars for faculty and/or students, as appropriate
- Active participation in special college events (e.g., graduation, professional development programs, open houses, etc.)
- Participation in orientation/mentoring of new faculty
- Participation in student recruitment and retention efforts, as appropriate
- Professionally related community activities in civic, cultural, educational and benevolent organizations.

C. PROFESSIONAL GROWTH:

- Advanced learning through graduate courses, seminars and workshops, etc.
- Advanced training in the area of one's professional responsibilities
- Professional awards and honors
- Attendance and presentation at national, regional and local conferences, seminars and workshops
- Active membership, service and leadership in professional organizations
- Evidence of scholarly work
- Publications, including books, articles, manuals, reviews, etc.
- Professional work and activities relevant to one's professional responsibilities

CRITERIA FOR SPECIALIST II

- **PROFESSIONAL PERFORMANCE:** The candidate's performance at this level, while not necessarily outstanding, should be above average with clear demonstration of the potential to be excellent/outstanding.
- **COLLEGE/COMMUNITY SERVICE:** 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 program development, enhancement of existing programs/services, commitment to student development, involvement in recruitment and retention activities (as appropriate), etc. would also be desirable.)
- **PROFESSIONAL GROWTH:** The expectation for this rank is 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.

Approved September 11, 2006