

LIST OF COURSES IDENTIFIED AS TEACHING FIELD

List courses identified as teaching field in chronological order below, listing only those required by the VCCS-29 for rank placement. Quarter hours should be converted to semester hours. To find total of quarter hours, divide by three and multiply result by two.

Institution	Course Prefix/Code	Description	Semester Hours

TEACHING EXPERIENCE (FULL-TIME OR FULL-TIME EQUIVALENT):

Field(s)	Institution	Dates Employed (MO/YR–MO/YR)	Number of Years and Months
		_____ to _____	
		_____ to _____	
		_____ to _____	
		_____ to _____	
		_____ to _____	

RELATED OCCUPATIONAL EXPERIENCE (FULL-TIME OR FULL-TIME EQUIVALENT):

Position Held	Employer	Dates Employed (MO/YR–MO/YR)	Number of Years and Months
		_____ to _____	
		_____ to _____	
		_____ to _____	
		_____ to _____	
		_____ to _____	
		_____ to _____	

APPLICABLE CERTIFICATES/LICENSURE:

Document your Professional activities and contributions to the College:

Copies of any transcripts for review validating additional degrees and or credit hours received since hire or last promotion and any supporting documentation must be attached. (Official transcripts must be addressed to and received by Human Resources if approved for Promotion)

Transcript Copies Attached:

Original Transcripts on file in Human Resources:

Original Transcripts requested for any additional courses taken:

Employee Signature:	Date:
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APPROVALS

I have reviewed the criteria for Promotion on the above employee to include, teaching effectiveness, academic preparation, experience levels, professional activities and contributions as well as performance evaluations and certify the information given above is accurate and complete.

Dean of Instruction:	Date:
Vice President for Academic & Student Affairs:	Date:
President:	Date:

Human Resources:

New Rank:			Effective Date:				
New Role Code:			Transcripts Received:				
	Update Database	Update PMIS	Update HRMS		Update Database	Update PMIS	Update HRMS
Role Title				Role Code			
Pos. begin date				Salary			