



**BOARD OF REGENTS**  
**AFT BARGAINING UNIT**  
**COUNSELORS / LIBRARIANS**  
**APPLICATION FOR PROMOTION**  
 Academic Year \_\_\_\_\_

This application must be submitted to the President by the **first day of the Spring semester**. All responses should refer to activities and developments since your previous promotion or original appointment to the college, whichever is more recent. Please do not attach evaluations or other evaluative documents which are a part of your professional file. The review process involves a consideration of these evaluative materials. Please type or print.

NAME:	
CLASSIFICATION:	

*I hereby apply for promotion-in-rank. (Applicants please note that it is their responsibility to be certain that transcripts are in their official files. If such is not the case, it is the responsibility to the applicant to furnish same to the office of the president.)*

**Minimum Qualifications for Counselors & Librarians**

Classification	Minimum Qualifications Approved by the Board of Regents	Standard Equivalencies
Librarian	Master's and 1-4 years incl. 0-2 years supv.	6 <sup>th</sup> and 1-3 years incl. 0-2 supv.
Counselor	Master's and 2-5 years incl. 0-2 years supv.	6 <sup>th</sup> and 1-4 years incl. 0-2 supv.

These are the minimum qualifications established by the Board on October 16, 1989 for each classification. The Board action also authorized the President of the Connecticut State Colleges and Universities to establish specific minimums for each type of position assigned to that classification and to establish qualifications less than the minimum in order to meet market conditions.

I believe that I meet the basic qualifications shown in the latest requirements list as follows:

- A. Education
- B. Scholarships and Professional Growth
  1. Additional semester hours (include course names, credits, institutional names and dates).
  2. Understanding the philosophy of the college and programs.
  3. Publications (Books, Magazines)
  4. Participate in seminars, workshops and conferences.
- C. Industrial Experience

- D. Contributions to Student, Department, College and Community Welfare
  - 1. Advancing the best interests and objectives of the college, faculty, and students
    - a. Committee activities
    - b. Participation in community activities
  - 2. Leadership, sponsorship and responsibility in student or faculty extra-curricula activities.
  - 3. Outstanding efforts in special phases of the college programs, publications, placement, and public relations.
  - 4. Special contributions within the department.
    - a. Special projects, programs, etc.
    - b. Furthering departmental relations with the college and student body
    - c. Ready, dependable, prompt, and accurate assistance in the administrative work of the department
  - 5. Contributions to stimulating growth in teaching skills of others
    - a. Assistance to less experienced or less informed
    - b. Demonstrations (lessons, techniques, use of mechanical aids, etc.)
    - c. Participate in panel, forum or assembling programs of educational or cultural nature with the department or on a college-wide basis.

E. Miscellaneous

- 1. Length of counseling/library experience
- 2. Other related professional experience

F. I request that the following activities or qualifications, not offered to meet the basic requirement for the promotion, be considered:

Documents in support of the qualifications shown in the application on file in the Dean's Office or are attached.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name typed or printed clearly: \_\_\_\_\_