



**BOARD OF REGENTS**  
**CONGRESS BARGAINING UNIT**  
**ADMINISTRATORS, 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:	
COLLEGE:	GATEWAY COMMUNITY COLLEGE
PRESENT CLASSIFICATION:	

**Minimum Qualifications for Administrators, Counselors, Librarians, and Non-Teaching Professionals**

Classification	Minimum Qualifications Approved by the Board of Regents	Standard Equivalencies
CCP 13	Associate's and 0-3 years	Bachelor's and 0-1 year
CCP 14	Bachelor's and 0-3 years	Master's and 0-1 year
CCP 15	Bachelor's and 1-4 years	Master's and 0-2 years
CCP 16	Bachelor's and 1-4 years	Master's and 0-2 years
CCP 17	Bachelor's and 2-5 years	Master's and 0-3 years
CCP 18	Master's and 1-4 years incl. 0-2 years supv.	6 <sup>th</sup> and 1-3 years incl. 0-2 supv.
CCP 19	Master's and 2-5 years incl. 0-2 years supv.	6 <sup>th</sup> and 1-4 years incl. 0-2 supv.
CCP 20	Master's and 3-6 years incl. 1-3 years supv.	6 <sup>th</sup> and 2-5 years incl. 1-3 supv; Doctorate and 1-4 yrs. Incl. 1-3

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.

Job experience required for CCP 14 and below may be at the paraprofessional level; for CCP 15 and above, experience must be at the professional level. Supervisory experience is required only for supervisory positions.

**A. Performance of Duties Outlined in Job Description**

1. In general, how have you demonstrated growth and competence in the performance of the specific duties outlined in your job description?
  
  
  
  
  
  
  
  
  
  
2. List accomplishments, special projects or unusual work undertaken in your primary areas of responsibility.
  
  
  
  
  
  
  
  
  
  
3. What activities have you undertaken to maintain contact with your field or otherwise develop professionally?

**B. Other Assignments**

1. List the college committees on which you have served and briefly describe your work on them.
  
  
  
  
  
  
  
  
  
  
2. Indicate any other college service not covered above which you believe should be considered by those reviewing this application

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