

**Promotion of Cooperative Education  
Coordinators in CSSH**

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**Introduction:**

This document provides guidance in the preparation and submission of the promotion dossier for full-time cooperative education coordinators in the College of Social Sciences and Humanities at Northeastern University.

**The Cooperative Education Coordinator:**

Cooperative education coordinators are responsible for introducing students to cooperative education, helping them to integrate learning through cooperative education with their academic experience and vice versa, advising and helping to place students in jobs, developing and maintaining cooperative education positions, and maintaining relationships with employers. They report through the Assistant Dean of Undergraduate Academic Affairs to the Associate Dean of Teaching, Learning, and Experiential Education and to the Dean of the College of Social Sciences and Humanities.

**Role of the Dossier**

The dossier is the candidate's opportunity to make his or her professional career come to life. It is the "snapshot" that each reviewer will carefully examine and evaluate in coming to a fair and objective recommendation regarding promotion. Thus, it is critical that candidates approach building their dossier carefully and allow themselves sufficient time to complete it prior to submission.

**Request for Promotion:**

Cooperative education coordinators may request promotion to associate cooperative education coordinator after three full years in rank as assistant cooperative education coordinator. Assistant cooperative education coordinators may request promotion to senior cooperative education coordinator following six full years in service as associate cooperative education coordinator. Promotion results from recognition by the University of superior professional achievement and the expectation that this level of attainment will be sustained or exceeded in the future. The primary consideration in evaluating the record of achievement shall always be the degree to which this achievement improves the overall quality of the University in general and the cooperative education program in particular.

**PROMOTION PERFORMANCE CRITERIA****GENERAL****Performance meriting promotion to ASSOCIATE cooperative education coordinator:**

A meritorious record of demonstrated effectiveness in carrying out the role of a cooperative education coordinator as evidenced by achievement in all phases of the cooperative education model - preparation, activity and reflection - supported by:

- Achievement in the development of quality cooperative education opportunities with businesses and organizations and the placement of students in high quality, appropriate cooperative education positions
- Effective teaching and advising of students with regard to integrating intentional learning habits into the cooperative education preparation course as well as in reflections
- Effective guidance of students in seeing the pre-cooperative learning experience, cooperative education experience, and future educational and professional choices as a continuum of learning
- University and college service and professional activities

**Performance meriting promotion to SENIOR cooperative education coordinator:**

In addition to the achievement criteria outlined for promotion to associate cooperative education coordinator, the candidate is expected to have achieved recognition in cooperative education. Evidence of a leadership role in service at the University and college level is required. Presentations at professional meetings and service in professional organizations are required.

**EMPLOYER RELATIONS, JOB DEVELOPMENT AND PLACEMENT OF STUDENTS**

**Performance meriting promotion to ASSOCIATE cooperative education coordinator:**

Demonstrated effectiveness in developing, maintaining and enhancing employer programs and relationships resulting in the creation of appropriate and high-quality cooperative education opportunities for students, placements of students in jobs, and established professional relationships with employers

**Performance meriting promotion to SENIOR cooperative education coordinator:**

In addition to continuing to meet the criteria above, promotion to senior cooperative education coordinator should have a demonstrated record of expansion and development of employment opportunities nationally and/or internationally, or as is appropriate, for the discipline of the coordinator's program.

**TEACHING AND ADVISING EFFECTIVENESS**

**Performance meriting promotion to ASSOCIATE cooperative education coordinator:**

Demonstrated effectiveness in developing and delivering teaching and advising that focus on educating and empowering students about understanding and planning career goals and activities is required. The candidate is expected to show a record of creating opportunities for students to integrate the general education goals, disciplinary expertise, and experiential elements of their education.

The candidate should also demonstrate knowledge of the discipline and employment opportunities associated with that discipline and enhance his or her counseling/teaching methods with this knowledge as appropriate. The following will be reviewed for quality and significance: course and teaching/advising materials, contributions to colleagues' development, classroom

effectiveness, course development, teacher/course evaluations by students, effective advising of students, appropriate cooperative education placements, and development of materials that enhance the learning process, specifically as it relates to reflection on the co-op experience and its integration with the academic classroom experience.

**Performance meriting promotion to SENIOR cooperative education coordinator:**

In addition to meeting the criteria above, promotion to senior cooperative education coordinator requires a promise of growth and excellent performance demonstrated by the introduction of new materials and curricula and by contributions to the development of colleagues as effective teachers, as well as by the proven ability to develop high quality employment opportunities.

**SUPPORTING CRITERIA**

**Performance meriting promotion to ASSOCIATE cooperative education coordinator**

- Professional activities:  
Significant participation in professional organizations and activities that enhance cooperative education are required. Such activities may include program presentations or service as an officer, certification and awards in an appropriate professional field that enhance teaching quality, participation in activities that result in increased knowledge of the cooperative education field; and the development of new cooperative education opportunities.
- University/college service:  
Significant contributions to University/college activities are required. These activities may include administrative responsibilities, committee work, involvement in student/employer information sessions and employer fairs.
- Community service:  
Community service accomplishments may be recognized, although they are not required.
- Scholarly productivity:  
Contributions to the theory, practice and dissemination of the cooperative education learning model may be recognized although they are not required.

**Performance meriting promotion to SENIOR cooperative education coordinator**

- Professional activities:  
Evidence of continued participation and leadership in professional organizations as defined above is required. Such participation should include program presentations or serving as an officer, certification and awards in an appropriate professional field that enhance teaching quality, demonstrated leadership in activities that result in increased knowledge of the cooperative education field and provide opportunities to develop or enhance cooperative education opportunities.
- University/college service:  
Continued significant contributions and leadership roles in University/college activities are required. These activities include administrative responsibilities, as well as a leadership role in committee work and curriculum development and initiation and management of student/employer information sessions and employer fairs.

- Community service  
Noteworthy accomplishments may be recognized although they are not required.
- Scholarly productivity  
Contributions to the theory, practice and dissemination of the cooperative education learning model may be recognized although they are not required.

In evaluating the dossier, the strategic goals of the college and University will be considered—for example development of out of region and international co-op positions and placements or the effectiveness of cross-college referrals. These strategic goals will be identified periodically by the Office of the Provost and the college deans and will be shared with the cooperative education faculty.

## **Promotion Procedures**

### **Notification of Eligibility to Seek Promotion and Request for Consideration**

The Dean's Office will notify the candidate by **April 15** of the year prior to the academic year of promotion consideration that the s/he is eligible to be considered for promotion. The candidate must request consideration for promotion by **May 15**. The candidate will submit the dossier electronically by **October 1**.

### **Overview**

The Cooperative Education Promotion Committee evaluates the candidates for promotion to associate and senior cooperative education coordinator and vote by written ballot to make a recommendation for or against promotion to the Associate Dean for Teaching, Learning, and Experiential Education and the Dean of the College of Social Sciences and Humanities. The Dean makes a recommendation for or against promotion to the Provost.

### **Promotion Committee Membership**

The CSSH Cooperative Education Promotion Committee will comprise five members as follows: two full-time CSSH cooperative education coordinators at or above the rank of associate cooperative education coordinator, appointed by the Dean; the Assistant Dean for Undergraduate Academic Affairs, who will chair the committee; and two tenured academic faculty members at or above the rank of associate professor appointed by the Dean. All will be from the College of Social Sciences and Humanities.

### **External or Employer Reviews:**

Dossiers will be accompanied by a minimum of three confidential recommendations, two of which must be external recommendations from employers familiar with the candidate's work as a cooperative education coordinator. Reviewers will be selected from a list generated by the candidate and a list generated by the Cooperative Education Promotion Committee. All confidential recommendations will be solicited by the Assistant Dean for Academic Affairs and will be inserted into the Dossier by the Office of the Dean.

**Promotion Process:**

The Cooperative Education Promotion Committee will solicit dossiers in the format specified below. All cases will require a written evaluation and recommendation from the Chair(s) of the department(s) in which the candidate serves and from the Assistant Dean for Undergraduate Academic Affairs. Upon review of the candidate's dossier, the CSSH Committee will write its recommendation, including a record of the committee members' votes. The candidate's dossier, including the written recommendations of the Chair(s), the Assistant Dean, and the Promotion Committee, including the vote of the Promotion Committee, shall be transmitted to the Associate Dean for his or her recommendation to the Dean, who will make his or her recommendation to the Provost.

**Evaluation of Jointly Appointed Cooperative Education Coordinators:**

Cooperative education coordinators who serve more than one department must be evaluated on the basis of their performance in each unit. Each chair must evaluate the contribution of the candidate to their respective unit and assess the candidate's achievements and promise of future professional development.

**Timeline**

Apr 15	Candidates notified of eligibility for promotion
May 15	Candidate deadline for request for promotion
July 15	Employer reviewers list submitted to the Office of the Dean
August 1	Request for employer review letters made by the Assistant Dean
September 15	Members appointed to the CSSH Cooperative Education Promotion Committee
October 1	Deadline for receipt of electronic Dossiers (Appendix 1) to Office of the Dean; Complete dossier posted on Blackboard or Sharepoint for Review by Cooperative Education Promotion Committee.
November 15	Deadline for Committee's submission of Dossier with report and vote to Associate Dean and Dean
February 15	Date by which Dean's recommendation and dossier is submitted to the Provost
April 15	Candidate informed of outcome of promotion evaluation

**TIMELINE FOR 2014-2015 ONLY**

November 1	Candidate notified of eligibility for promotion
November 15	Candidate deadline for request for promotion

- December 1 Employer reviewers list submitted to the Office of the Dean
- December 15 Request for employer review letters made by the Assistant Dean
- December 15 Members appointed to the CSSH Cooperative Education Promotion Committee
- January 15 Deadline for receipt of electronic Dossiers (Appendix 1) to Office of the Dean; Complete dossier posted on Blackboard or Sharepoint for Review by Cooperative Education Promotion Committee.
- February 1 Deadline for Committee's submission of dossier with report and vote to Associate Dean and Dean
- February 15 Date by which Dean's recommendation and dossier is submitted to the Provost
- April 15 Candidate informed of outcome of promotion evaluation

**II. Promotion Dossier Format and Content Guidelines: Please note: dossiers must be submitted electronically.**

**Note: Dossier sections A-C are completed by the Assistant Dean and by the Office of the Dean. The candidate completes Dossier sections D-F.**

Dossier Section A – Coordinator Summary Sheet

Dossier Section B – Recommendations:

Department Chair(s) Report(s)

Assistant Dean Report

Cooperative Education Promotion Committee Report

CSSH Dean's Report

Candidate's Responses (if any)

Dossier Section C—External Reviews

Dossier Section D: Candidate Comprehensive Resume or Curriculum Vitae

Dossier Section E: Candidate Statements and Supporting Evidence

Dossier Section F: Appendix



## **Section D: Comprehensive candidate CV:**

All items should be listed in the appropriate category only once and in reverse chronological order, with the most recent activity listed first. The candidate is responsible for the accuracy and clarity of her/his curriculum vitae.

### **I. Basic Information**

1. Name
2. Address
3. Education (list of all degrees and the institutions)
4. Rank and years at Northeastern

### **II. Employment Experience**

1. Academic
2. Nonacademic

### **III. Classroom teaching**

1. List of courses taught by semester and year
2. Curriculum grants (if applicable)

Internal and external grants should be listed separately. The amount received and the time period should be indicated, as well as the funding agency and the title of the proposal.

### **IV. Service**

List all significant service assignments in separate categories by date.

- Institutional: Co-op Group, College, University
- Professional service
- Public service

### **V. Scholarship/Research (if applicable)**

Lists of publications in separate categories by date and with full citations.

Presentations at professional conferences and meetings should be listed in separate categories, by date within categories—international, national, and regional.

List all grant activity as appropriate, distinguishing grants applied for and grants funded.

## **Dossier Section E. Candidate's Statements and Supporting Evidence**

**[Each section below should be no longer than 3 pages, single-spaced in 12 point font, and the entire dossier, including appendices, should not be longer than 100 pages.]**

### **I. Teaching and Advising:**

The statement should include the candidate's philosophy of cooperative education and discuss how that philosophy is put into practice in teaching and advising students about their academic and career goals and their cooperative education experiences. It should discuss the process of referring students for cooperative education positions and describe the work that is done with students as it relates to helping them to explore their, academic, career, and personal goals. (This may be in workshops, the office, or in the classroom, and can include teaching interviewing skills, resume writing, communication skills, professional behavior, ethics, or other relevant learning objectives.) Candidates should discuss teaching or advising that has helped students develop into global citizens and should discuss how students are assisted in integrating their cooperative education experiences in the classroom and vice versa and how student reflections on cooperative experiences are fostered to help them develop a deeper sense of themselves and their intellectual and future career goals. The statement should make clear how this feedback leads to improvements in teaching and advising students and should include a description of actions taken to assist students with obtaining the best experience at each level of cooperative education.

Supporting evidence: Please provide a summary of TRACE evaluations

### **II. Employer relations and employment development.**

The statement should discuss how the candidate has reached out to employers in developing, enhancing, and maintaining cooperative education opportunities. The development of new cooperative education programs in response to new academic programs or new University and college goals, as well as changes in employment opportunities should be discussed. The candidate should discuss the development of domestic out-of-region, international and paid co-op jobs, as well as efforts to assist employers with implementing, continuing and expanding the cooperative education program, and in meeting employers' needs. Assessment of the employer program should also be addressed.

Sample supporting evidence of employer relations and development of employment opportunities should be added here.

### **III. Service**

The candidate should begin with a statement of his or her service philosophy and identify the areas in which strong contributions have been made. The candidate should address his or her involvement in college, University and/or professional service. This includes actively contributing to the development of a co-op team culture within the College of Social Sciences and Humanities. The candidate should also discuss special projects completed and leadership positions held. Sample supporting materials regarding institutional and professional service should be added here.

#### **IV. Statement on research and scholarship (if applicable), presentations at professional conferences and grant activity (if applicable)**

Although cooperative education coordinators are not required to conduct research, candidates who do so should discuss their research and scholarship, clarify the relationship of their research and scholarship to cooperative education, and state how their research and publication support the mission of the college. They should discuss their presentations at professional conferences and grant activity as appropriate.

Sample supporting materials relating to research and grants would be added here. If applicable this section would include a sample publication. It could also include sample material relating to their presentations activity at professional conferences and grant activity (as appropriate).

#### **Dossier Section F: Appendix**

I. Teaching: Candidates should include all raw TRACE course evaluations since their hire or their last promotion, student evaluations from the CSSH coordinator surveys conducted each semester and peer teaching evaluations, if available.. Candidates should include all course syllabi and course materials. Unsolicited letters, labeled appropriately, from students, may be included.

II. Employer relations and creation of cooperative education employment opportunities; additional documentation as appropriate.

III. Research and scholarship (if applicable) electronic scans of all publications. Books are the only exception to electronic submission.

H. Grants received (if applicable): copies of letters of award.