

**Eligibility and Procedures for  
Promotion of Cooperative Education  
Coordinators in CSSH  
June 2019**

**INTRODUCTION**

This document provides information on eligibility, timing, and process for promotion for full-time cooperative education coordinators in the College of Social Sciences and Humanities at Northeastern University.

**THE ROLE OF 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.

**ELIGIBILITY AND REQUEST FOR PROMOTION**

As stated in the *Preparation and Format of Cooperative Education Coordinators' Promotion Dossiers* (<https://provost.northeastern.edu/app/uploads/Preparation-and-Format-of-Co-op-Dossiers-5.21.19.pdf>), cooperative education coordinators may request promotion to associate cooperative education coordinator after three full years in rank as assistant cooperative education coordinator. Associate cooperative education coordinators may request promotion to senior cooperative education coordinator following three full years in service as associate cooperative education coordinator.

**TIMELINE FOR CONSIDERATION OF PROMOTION**

Cooperative education coordinators are notified of eligibility for promotion by the College of Social Sciences and Humanities Dean's Office by **April 15<sup>th</sup>** of the year prior to the academic year of promotion consideration in which the candidate is eligible to be considered for promotion. The candidate must request consideration for promotion by **May 15<sup>th</sup>** and submit the dossier electronically by **November 1**. Dossiers are submitted via an online system called Interfolio. A link to Interfolio and login information will be sent to candidates once their candidacy for promotion is confirmed. A more detailed timeline is below.

**GENERAL PERFORMANCE CRITERIA FOR PROMOTION**

In general promotion of cooperative education coordinators 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.

#### **Performance Criteria for 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 Criteria for 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.

### **PROMOTION CRITERIA IN THE AREA OF EMPLOYER RELATIONS, JOB DEVELOPMENT AND PLACEMENT OF STUDENTS**

#### **Performance Criteria for 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 Criteria for 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.

### **PROMOTION CRITERIA IN THE AREA OF TEACHING AND ADVISING EFFECTIVENESS**

#### **Performance Criteria for 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 Criteria for 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.

### **PROMOTION CRITERIA IN THE AREAS OF SERVICE/LEADERSHIP AND PROFESSIONAL DEVELOPMENT/SCHOLARSHIP**

#### **Performance Criteria for Promotion to ASSOCIATE Cooperative Education Coordinator**

- 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.
- 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.
- Scholarly Productivity:  
Contributions to the theory, practice and dissemination of the cooperative education learning model may be recognized although they are not required.

#### **Performance Criteria for Promotion to SENIOR Cooperative Education Coordinator**

- 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.
- 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.
- 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 (e.g. development of domestic out of region and international co-op positions and placements, development of research co-op positions and placements, contributions to University initiatives in the area of curriculum and reflection, etc.). 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 coordinators.

## **PROMOTION REVIEW PROCESS**

### **Overview**

The CSSH Cooperative Education Promotion Committee evaluates the candidates for promotion to associate and senior cooperative education coordinator and votes 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 Employer Reviews**

Dossiers will be accompanied by three confidential 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 chair of the 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 in the *Preparation and Format of Cooperative Education Coordinators Promotion Dossiers* document which may be found here: <https://provost.northeastern.edu/app/uploads/Preparation-and-Format-of-Co-op-Dossiers-5.21.19.pdf>. 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.

### **DETAILED TIMELINE FOR PROMOTION\***

March 15	Candidates notified of eligibility for promotion
May 15	Candidate deadline for request for promotion
July 15	Employer reviewers list submitted to the Assistant Dean for Academic Affairs
August 1	Request for employer review and department chair/program director letters made by the Assistant Dean
September 1	Members appointed to the CSSH Cooperative Education Promotion Committee
November 1	Candidate submits completed dossier to Interfolio complete dossier posted on Interfolio for review by Cooperative Education Promotion Committee.

December 15	Deadline for receipt of electronic dossiers via Interfolio to Office of the Dean; 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
June 1	Candidate informed of outcome of promotion evaluation

\*If the date falls on a weekend, the submission is due the Friday before.