

## **CHECKLIST FOR FACULTY BEING REVIEWED FOR PROMOTION TO FULL PROFESSOR**

The information given here -- based on *ARTICLES OF GOVERNMENT* -- is intended as a guide to the Reappointments and Promotions (R&P) process **but does not serve as a substitute for legislation. Please refer to Book I, Article IX, for FACULTY APPOINTMENT POLICIES.** Non-tenure track appointments are not subject to these procedures.

Ordinarily, review for promotion to full professor occurs in the spring of the seventh year as associate professor. Please note that the R&P Committee should notify the Provost/Dean of the College (not the CFA) if there is to be a candidate for early, sixth-year promotion to full professor. Notification should be sent by **October 15** of the academic year in which the candidate's case will be considered. It is strongly recommended that the R&P Committee meet with the Provost/Dean of the College *prior to submitting this notification* to discuss the case and to understand clearly the standards for early promotion.

### **Materials to be provided by the candidate:**

For faculty being reviewed for promotion to full professor, provide by **November 15\***:

\*If the date indicated falls on a Saturday or Sunday, use the following Monday date. If that Monday is a holiday, use the following Tuesday date.

- the names, titles, affiliated institutions, telephone numbers and e-mail addresses of at least four people who may be contacted to nominate outside evaluators of your research. The list should be developed in conjunction with and approved in writing by the R&P Committee (i.e., the full professors on the departmental R&P Committee).

Nominators should include senior specialists from the larger field in which the candidate's special area of expertise is located. If you work in different subfields, you should also include nominators with that expertise. Please indicate your personal or professional relationship, if any, with those on the list and provide some background to indicate why they are appropriate nominators. Please exclude co-authors and co-editors (of published or forthcoming work), thesis advisors, and those who have already reviewed your work from your list. In the interests of both propriety and fairness, please refrain from contacting the nominators. Note that, for promotion review to full professor, both nominators and evaluators must be full professors.

- the names of your dissertation advisor and other members of the dissertation committee. They will be excluded as possible outside evaluators.
- a list of co-authors and co-editors (alphabetically).
- the names of people whom you would not want to be evaluators.
- a brief description of the publications you plan to submit for review, in order to help identify appropriate evaluators of your work. This description should indicate the date

and place of publication or the status of the publication if it is not already published (e.g., submitted, in press). Please also submit this list in electronic form (as a Word document, if possible) to the Provost/Dean of the College, the Dean of Faculty Affairs, and the Assistant Dean of the College for Faculty Appointments. If you have published work in collaboration with others, please include a list of co-authors and a description of your role in the work that led to publication.

For promotion review, provide by **January 15\***:

\*If the date indicated falls on a Saturday or Sunday, use the following Monday date. If that Monday is a holiday, use the following Tuesday date.

- updated activities sheets (*see guidelines for completing activities sheets*)
- current curriculum vitae
- copies of publications and/or other creative work (*mark unpublished work, "Draft, not for distribution"*)

Materials sent out for external evaluation as part of the tenure review are not ordinarily counted for promotion review. If a piece was submitted for tenure review not yet in final form and was then published subsequently in final form, you may submit it for this review in final form with an explanation of how it differs from the earlier version.

- a research statement situating your work in the field for the outside evaluators (recommended, although optional)
- a personal statement of your professional achievements and plans for the future (not to exceed 2,500 words)

The personal statement should include information not easily found elsewhere in the record, such as: the way your courses contribute to the strength of your department's curriculum; special innovations and future plans in teaching, including the incorporation of technology; a summary of the objectives of your research program; a summary of work in progress and the directions you propose to take in the future; and the contributions of your committee service and other activities to your department and the College. This is an opportunity to mention any other matters you believe should be called to the attention of the CFA or R&P Committee as they consider your candidacy.

Candidates typically give the R&P committee a copy of the personal statement written to the CFA. The candidate may choose not to submit the exact same statement to the R&P and the CFA. It is important, however, that you provide your R&P with some statement of your professional achievements and plans for the future so that the R&P committee has all the information it needs to consider your candidacy and to write its recommendation to the CFA.

## FORMAT OF CANDIDATE'S SUBMISSIONS:

We now offer evaluators the choice to receive materials in either hard copy or electronic format; therefore, you should submit them both ways. Included below are the instructions for submission of your promotion materials which are due on January 15.

- It is your responsibility to provide your R&P with a copy of your materials. Please consult with your R&P chair as to the preferred format.
- **If you will be submitting a published book, please provide five hard copies of it.** (Three for the outside evaluators and two for the CFA. Any copies for your R&P would be in addition to this.) We will be making hard copies of published books available to outside evaluators regardless of whether the other materials are being sent to them electronically. In addition, if you have access to an electronic copy of your book, please include it with your electronic submissions (see below).
- Hard copies – Although there are three outside evaluators, you will need to prepare just **two hard copies of all the materials for the outside evaluators.** (We are assuming that approximately half of the evaluators will want the materials sent in electronic format. If it turns out that all three prefer them in hard copy, our office will be responsible for preparing the other set.) These two sets should be **ready for mailing in standard-size Federal Express packaging. Do not seal the containers,** since we will be inserting the cover letter to the outside evaluator in each one. You do not need to provide FedEx air bills. Please deliver the packaged, but unsealed, materials to Ruth Frommer (Green Hall, Room 346B) by the January 15 due date. We will then insert the cover letter and address and mail the materials.

Note: With the exception of two hard copies of a published book (if applicable) for the CFA, no other hard copies of your submissions are needed for the CFA or faculty records (i.e., your appointment file).

- Electronic submissions – Promotion review submissions should be made electronically in PDF format using Google Drive. **Submission instructions will be sent to candidates in November.** If you have a manuscript (for example, a book manuscript not yet out in published book form) that you'd like scanned to a PDF file, our Copy Center can take care of it for you. If you would like a manuscript to be submitted in a format other than PDF, please contact LTS to discuss your needs.

The Office of the Provost and Dean of the College will reimburse the cost of books and the duplicating of articles, manuscripts, and unpublished work up to a maximum of \$500. If you need to have other materials reproduced, please contact the Provost/Dean's Office.

Candidates will receive from the Office of the Provost and Dean of the College copies of all correspondence between the CFA and R&P Committee (with names, identifying passages, and references to other individuals deleted). You may submit responses to this material and provide any other information to the R&P, CFA, or both. Your communications to the CFA are confidential and will not be given to the R&P, unless you send them a copy. Promotion candidates will also receive copies of outside evaluations with names and identifying passages deleted.

**Due date for R&P recommendation:**

By October 15 each year, a list will be published of faculty members to be reviewed for reappointment, promotion, tenure, or merit increases in that academic year. The name of each faculty member under review will be included unless the candidate requests otherwise. Due dates for R&P recommendations are also included on the list. The due date for R&P recommendations for faculty being reviewed for promotion to full professor is **April 15\***.

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**Date notification is due to candidates:** There is no legislated notification date for faculty being reviewed for promotion to full professor.