

Promotion Procedures

Consideration for promotion may be initiated by the individual faculty member, the School/Department Chair/Director/Dean, or the School/Department committee. Any faculty member who wishes to be considered for promotion shall prepare material for review by the department chair and the department committee.

1. The candidate submits materials in support of his/her application to the Department Chair/Director/Dean.
2. The Department Personnel Committee and the Chair/Director/Dean consider the candidate's materials and make separate recommendations. *It should be clearly understood by the candidate that no one can orally promise promotion.*
3. The Chair/Director/Dean forwards both sets of recommendations and the candidate's portfolio (all materials considered by the Department/School committee and the Chair/Director/Dean) to the Provost. The candidate's portfolio is considered complete once it has been received by the Provost. Additional material may be added after this point only with the Provost's approval.
4. The College Faculty Personnel Committee reviews all materials sent to the Provost and makes an independent recommendation to the Provost and to the President.
5. The Provost reviews the materials and considers each candidate on the basis of the criteria contained in the Policies of the Board of Trustees, Article XII, Title A, Section 4. During this review the Provost may ask for additional information and may discuss candidates with the Chair/Director/Dean before making a recommendation to the President.
6. The Provost notifies the candidate of his/her intended recommendation (copy to Chair/Director/Dean) and that all recommendations may be reviewed by the candidate in the Provost's Office within five working days.
7. The candidate may file a statement in response to the recommendations contained in the documents to be forwarded to the President.
8. The Provost forwards all recommendations, including his/her own, and the candidate's portfolio to the President.
9. The President reviews all recommendations and documents. During this review the President may ask for additional information and may discuss the candidate with the Provost and/or the Chair/Director/Dean before making a final decision. The President notifies the candidate of the decision (copy to department chair/dean/director).

PROMOTION TO FULL PROFESSOR

All candidates for promotion to Full Professor will have samples of their scholarly work evaluated by external reviewers. Because this requires considerable lead time to find appropriate reviewers and for the reviewers to complete their evaluations, you must submit samples of scholarly work to be reviewed prior to submitting other review materials to your department. Please submit these according to the following schedule:

Fall Semester	Promotion Workshop with Provost
January 17	<u>Submit to Provost's Office</u> <ul style="list-style-type: none">• Current vita and 2-3 samples of scholarly work for external review• List of 3 or 4 potential external reviewers with contact information
March 1	<u>Submit to Department/School Office</u> <p>All other promotion materials:</p> <ul style="list-style-type: none">• Vita• Self-reflective statement• Supporting materials
June 1	Faculty Personnel Committee submits recommendations for promotion to Provost and President
June 15	Provost submits recommendations for promotion to President

External Review of Candidates

When a faculty member of an institution is being considered for a term renewal, continuing appointment, or promotion, external evaluation of the professional work (publications, written research in progress, art works, musical compositions, etc.) of the candidate may be sought by any of the parties to the process (the candidate, a Department/School committee, a Department/School Chair/Director/Dean, the Faculty Personnel Committee, the Provost, or the President). This procedure is normal and customary in the academy and in many institutions is a mandated part of the process of review. This information can be particularly useful to all parties to this process when two of the Trustees' criteria--scholarly ability and continuing growth--are considered.

If a candidate wishes to initiate an external review, he/she makes this request in writing to the Provost no later than when the Provost receives the recommendations from the Department/School.

If a party to the process other than the candidate wishes to initiate an external review, that party makes this request in writing to the Provost. Before any of the parties to the review process take action to seek a written external review, the Provost will inform the candidate in writing that this action is to be taken.

The candidate will be asked to sign the following brief statement and return it to the Office of the Provost:

_____ (one of the parties to this process) has requested an external review of your published work. Information supplied by the external reviewers will be restricted to the Department/School committee, the Department Chair/Director/Dean, the Faculty Personnel Committee, the Provost, and the President. Please sign below indicating your acknowledgement of this review. The Associate Provost will contact you in the next few days concerning this process.

Signature acknowledging this notification

Date

External evaluations that identify the evaluator are confidential documents which may be read only by the Faculty Personnel Committee, the Department/School Chair/Director/Dean, the Provost, and the President. A list of potential reviewers will be developed by seeking nominations from the candidates applying for promotion/continuing appointment, the Chair/Director/Dean and the Provost.

At the conclusion of this process these external evaluations will be released to the candidate only if the external reviewer has authorized release of the evaluation to the faculty member. This information can be useful to the candidate in assessing the value of his/her academic research or creative endeavors.