

## **Procedures for Faculty Promotion in Rank**

(09-20-13)

The purpose of this document is to operationalize the policies regarding faculty promotion in rank (rank review) contained in the Provost Office white paper (dated 5/23/12).

It addresses procedures for promotion in rank for the following categories of faculty:

1. RTA faculty promotion from Instructor to Assistant, and from Assistant to Associate Professor
2. Promotion to Full Professor for faculty with tenure , EE, or RTA appointments

Please note that faculty on EE track or tenure track may not stand for rank review prior to, or separate from, their EE or Tenure review.

Addressed specifically are the following operational logistics: application, timeline, external letters, committee formation, and dossiers.

**By November 1<sup>st</sup>**: Applications for consideration of rank review must be submitted to one's dean by November 1<sup>st</sup> in the academic year prior to the review year. Applications must be submitted in writing using the Provost Office form created for this purpose. The dean, or his or her designee, will review the application, taking into consideration the number of years that has elapsed since the faculty member's prior review and appointment as well as work done since that time in the areas of research/scholarship/creative practice, teaching, and service. Worth noting is that an RTA promotion to assistant or associate professor generally takes place simultaneously with a reappointment review, and that promotion to associate normally does not occur earlier than seven years from a first appointment.

**By December 1<sup>st</sup>**: The dean will forward supported applications to the Provost using the Provost Office form and formally request that such reviews be considered and scheduled. The Provost also asks that the dean forward his/her overall judgments regarding *all* applications in one summary document for Provost Office consideration and review.

**By Feb 1<sup>st</sup>**: All applications will be reviewed by the Provost and decisions communicated to the deans. Deans will notify the faculty about the outcome of each application for consideration for rank review; if the case is not approved, reasons for that decision will be provided in writing.

**By March 1<sup>st</sup>**: Faculty notified by their dean's office that they are to be considered for rank review (with the exception of rank reviews from instructor to assistant) will provide their dean's office with an annotated list of 3-5 potential external reviewers. Faculty may also submit a veto list of up to three external reviews. (See attached chart for number of letters required.)

**By April 1<sup>st</sup>**: Deans will identify faculty to serve on the ad hoc rank review committees and submit the names for vetting by the Provost.

**By May 1<sup>st</sup>**: Those serving on these committees will be notified.

**Early August (August 1<sup>st</sup> for all divisions except Parsons which is August 15<sup>th</sup>)**: The faculty member will submit a dossier to his or her dean's office that focuses on work since the most recent promotion review. Dossier guidelines are posted on the PO website. Confirm deadline with the division.

Divisions will make every effort to conduct and complete all steps of the rank review (including ad hoc or sub-committee review, divisional committee review, school dean review where applicable, and dean's review) within the fall or semester. Completed reviews are then forwarded to the Provost's Office for distribution to the UPRC or UTRC as appropriate.

The UPRC or UTRC review as well as the subsequent Provost Office review will be conducted in the semester following the one in which the full dossier and all letters has been received. For rank review to full professor the Provost Office will designate a subcommittee of the UPRC of a minimum of 3 full professors to conduct a procedural review of the full professor rank reviews; similarly the Provost Office will have a subcommittee of the UTRC conduct a procedural review of full professor rank reviews for RTA faculty. For those reviews that are successful the Provost will notify the divisional dean's office and the faculty as well as forward dockets to the Board of Trustees for their final approval by the end of June.

Attachments:

- Application to be used for consideration for rank review
- Table regarding external letters and committee composition