Guidelines for Promotion to Full Professor, 2015-16 Academic Year

Basic Information
These guidelines include deadlines and comments on the responsibilities for the steps involved in promotion to Full Professor. These guidelines are governed first by the language of the Faculty Manual, reproduced verbatim below, and second by the determination of a workable timetable by the Faculty Review Board (FRB).

The relevant Faculty Manual language includes the following statements:

From FM II-II-A-4:
Promotion to this rank normally requires these attainments:
- The Ph.D or its equivalent.
- Excellent performance as a teacher since the tenure review.
- Continuing mature scholarship recognized by the profession and normally demonstrated in publications, exhibits, elections to office in national or international professional organizations, receipt of grants or awards, or similar marks of distinguished scholarly accomplishment.
- Continuing and sustained service to the College.

FM II-II-B:
Faculty to be eligible for promotion must normally meet one of the following criteria:
- A minimum of ten years of professional work as a faculty member or equivalent professional service, and tenured to the College.
- A minimum of five years in the rank of Associate Professor at Union College, and tenured to the College.

Recommendations for promotion to professor shall originate with the Dean of the Faculty, the Dean of Academic Departments, the Chair of the Faculty Review Board, the Chair of the Department, or the faculty member himself or herself. The FRB itself may determine through its triennial review that consideration for promotion is appropriate. In submitting this recommendation, the factors that prompt the request should be listed. The Dean of the Faculty and the Chair of the FRB shall review annually the list of Associate Professors for the purpose of selecting candidates for promotion. The record of achievement since the last promotion or since the original appointment to the Faculty of Union College determines eligibility for promotion.

In reviewing a recommendation for promotion, the College considers primarily teaching ability and research activity (or comparable creative activity), for it regards teaching effectiveness and substantial professional accomplishment as inseparably related: each enriches the other. In addition, the reviewing committee (the FRB) considers professional involvement, services to the College, and in some instances, the rank structure within the department and the fields of competence of the teacher relative to the educational goals of the institution. Time-in-rank is not to be an arbitrary factor either for or against eligibility for promotion. All recommendations for promotion are transmitted to the Board of Trustees. [End Faculty Manual language]
**Deadlines set by the FRB for 2015-2016**

Since 2012-13, the FRB has chosen to establish a schedule of deadlines that facilitate completion of promotion reviews by the end of the academic year. In addition, the FRB has implemented the use of a Nexus site as a repository for materials to share with the FRB. Your department administrative assistant has access to a site entitled ‘Promotion Materials Template.’ This template includes instructions on how to activate a unique site for each promotion case under consideration.

**July, 2015:**
- The Dean of the Faculty and the current FRB Chair will review the list of Associate Professors to facilitate the nomination of candidates.

**Early August, 2015: Candidates’ chairs notified**
- The FRB Chair will e-mail the names of the candidates to their department chairs.
- The entire faculty will receive an e-mail with a link to the current deadlines and a review of the promotion criteria and process.

**Wednesday, September 16, 2015: Nominations deadline**
- All nominations must be received by the FRB Chair. Those eligible to nominate candidates for promotion (see the FM language above) must also inform the candidate. Nominations may be brief; a paragraph is typically enough to indicate eligibility and list briefly “the factors that prompt the request.”

**Wed, Sept 30th, 2015: Candidate’s portfolio due**
- Nominees who wish to proceed must inform the FRB Chair and submit the portfolio of materials required by the Faculty Manual (see below) to their Department Chair. **At a minimum, the teaching, research and service statements must be electronic, as well as the triennials and FASs.** Triennials should be scans of the final version with signatures and ranking recommendations. (Note: TMRs and FASs should be available electronically through Departmental AAs.)

*Please note that demonstration of “excellent performance as a teacher since the tenure review” may require the submission and evaluation of materials beyond the required TMRs, teaching evaluations and student comments.*

**Wednesday, October 21, 2015: Department recommendation due**
- The Chair and the full professors of the candidate’s department must submit their recommendation to the FRB.

*Department Chair: The FRB requests that the Chair complete a summary of teaching (approx. one page) for at least the past three years, including a table of evaluation numbers (template provided on Academic Affairs Forms and Policies site).*

*The Chair and the (full) professors of the faculty member’s department are expected to review and discuss the portfolio, including course evaluations and student comments. If you are a department chair under consideration for promotion to Full Professor, please delegate this task to the Full Professors in your department. Please contact the dean of academic departments and programs if you have any questions about this process.*

*The signed recommendation (scanned), portfolio, and the past three years of student evaluations,*
including any transcribed comments, completed evaluation table, thesis evaluations or other non-standard evaluations approved by the FRB, should be **uploaded to the candidate’s Nexus site for the promotion review.** (Hard copies of any non-electronic materials should be sent to Carol Cichy in Dean Sternberg’s office, S & E S-100.)

The FRB would normally expect the full professors’ recommendation letter to include about 2 single-spaced pages of text; to make explicit reference to the standards for promotion (i.e., the “attainments” listed in the first Faculty Manual passage above); and to clearly state the recommendations of the full professors, including any significant diversity of opinion.

**November – January 2015-16: FRB review**

- The senior members of the FRB expect to review the portfolios and recommendations, and will notify the candidates and their department chairs of the FRB’s decision on whether to proceed with the process of obtaining outside reviewers (if the candidate has been in the rank of Associate Professor for less than fifteen years), or whether it is recommending for or against promotion based on its review (if the candidate has been in the rank of Associate Professor for at least fifteen years), provided that all materials were received according to the schedule.

**January – March 2016: External review**

- A Department committee will be formed to identify external reviewers as described by the Faculty Manual (below) for those in the rank of Associate Professor for less than fifteen years. A template for the external reviewer letter is in the Faculty Manual, Appendix V.
- Upon receipt of the reviews, the committee will write a summary of the comments. Faculty Manual: Before the report is submitted to the FRB, the faculty member will be informed of potential criticisms and be given adequate time to respond.
- All materials (summary, letters and reviewers’ CVs) should be **uploaded to the candidate’s Nexus site for promotion materials.**

**April, 2016: FRB recommendation**

- The FRB expects to review and make a final decision on each case. This would allow the Trustees to act on final positive decisions for promotion at their May 2016 meeting.

**Further Faculty Manual Language on details of the review process:**

**From FM II-II-B:**

If a candidate has been nominated for consideration and wishes to proceed, he/she should provide the Department Chair with a portfolio containing the following information:

- A current *curriculum vitae*.
- Any published material or the disciplinary equivalent.
- Other scholarly work such as papers, grant applications, etc.
- Copies of the triennial reviews since the tenure decision with annual reviews attached.
- Any other relevant materials to support teaching the candidate wishes to provide.
- Any materials in support of service activities.
- A research, teaching, and service statement.

After reviewing the portfolio, the Chair and the (full) professors of the faculty member’s department will send the portfolio and an accompanying recommendation to the FRB as to
whether or not it should consider the candidate for promotion at this time. The FRB will then choose among the following procedures:

**FM II-II-B-1 through FM II-II-B-2:**
1. Following the review of the recommendation and the portfolio, the FRB may choose not to recommend the candidate to the Vice President for Academic Affairs/Dean of the Faculty for promotion at this time.
2. If, following the review of the departmental recommendation and the portfolio, the FRB concludes that the process of promotion should proceed, the FRB will follow the procedures outlined in a or b:
   a. If the candidate has been in the rank of Associate Professor for less than fifteen years, the FRB will ask the Department Chair and the other (full) Professors in the Department to constitute a committee of at least two members (if no other full Professors are available they may be selected from the same Division as the candidate). The committee will solicit at least three external reviewers, one of which will be chosen from a list of three potential reviewers presented by the faculty member.

   The candidate will submit to the Departmental committee a *curriculum vitae* accompanied by any published materials or other work that the candidate wishes to submit to the external reviewers.

   Upon receipt of the reports of the external reviewers, the departmental committee will write a short summary on the candidate’s scholarship to submit along with the reviewers’ letters to the FRB. Before the report is submitted to the FRB, the faculty member will be informed of potential criticisms and be given adequate time to respond.

   After consideration of the departmental report and the letters of the reviewers, the FRB will or will not recommend promotion to the Vice President for Academic Affairs/Dean of the Faculty.

   b. If the candidate has been in the rank of Associate Professor for at least fifteen years, the FRB may consider the candidate for promotion on the basis of exemplary teaching and service to the college and the profession. The FRB will assess the portfolios of candidates in this group and recommend for or against promotion on this basis to the Vice President for Academic Affairs/Dean of the Faculty.

In cases of a negative recommendation or a decision by the FRB not to proceed with the process, the FRB will write a letter with an explanation of the decision. The Dean of the Faculty or his/her designee will meet with and discuss the letter with the candidate.

In the case of a decision by the FRB to recommend promotion that is not accepted by the Dean of the Faculty, the Dean of the Faculty will write a letter of explanation and meet to discuss the decision with the candidate. [End Faculty Manual language]

*August 2015*