

## Guidelines for promotion to full professor, 2010-11 academic year

Promotion to full professor 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.

To be eligible for promotion a faculty member 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.

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 achievement 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 promotion. All recommendations for promotion are transmitted to the Board of Trustees.

1. By October 1, the FRB Chair should send out an email to all faculty requesting nominations for promotion to full professor. Nominations may come from 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. Nominations should be sent by email to the Chair of the FRB no later than November 1.
2. As nominations arrive, the FRB Chair should confirm that each candidate wishes to proceed with the review. If a candidate agrees, the FRB chair, in consultation with the Dean of Academic Departments and the department chair should set up a committee of all the full professors in the department to review the candidate's portfolio. If there is no full professor, or only one full professor in the candidate's department, the FRB chair, in consultation with the Dean of Academic Departments, should consult with the candidate and ask full professors in other departments to serve on the committee. FRB members who are also full professors in the candidate's department serve *ex officio*, with full access to the portfolio and discussions, but without a vote.
3. The candidate should submit a portfolio of materials to the committee no later than December 1. The portfolio should include:
  - 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.
  - 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.
4. The Department Chair should provide information about the last three years of the candidate's teaching to the portfolio, including the end of term numerical summaries of student course evaluations and sample student comments, which should be added to the portfolio. Reasonable access to the portfolio should be provided to all members of the committee in advance of a meeting to review the portfolio. After reviewing the portfolio, the committee will send the portfolio and an accompanying letter of recommendation to the FRB as to whether or not it should consider the candidate for promotion at this time. Comments from colleagues should be summarized, with names removed. Each member of the committee, except FRB members should indicate concurrence or non-concurrence with the recommendation. Letters of dissent from the recommendation may be attached.
  5. The FRB will meet to review the portfolio of each nominee and choose between the following procedures:
    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 candidate.

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.

Timing issues:

1. The FRB normally meets to discuss the portfolios of candidates for promotion in the first weeks of winter term. Submission of the committee's recommendation must occur by the third week of winter term in order for there to be enough time for the reviewers' letters to be returned by mid-spring term, and for the FRB to meet to discuss the final portfolio in the spring term.
2. Promotion procedures that extend beyond the academic year occasionally occur. It is important for the current chair of the FRB to give a written account of the status of each pending promotion to the next chair of the FRB, and that the portfolio materials remain available for the new members of the FRB.

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