

From: owner-faculty@nott.union.edu on behalf of Lewis, Bradley G. [lewisb@union.edu]

Sent: Wednesday, October 14, 2009 12:06 PM

To: faculty

Subject: Guidelines for promotions (full professor, senior lecturer) and call for nominations for 2009-2010

Attachments: Guidelines for promotion to full professor, 2009-2010 academic year.091013.doc; Guidelines for promotion to senior lecturer, 2009-2010.091013.doc

To all faculty:

As Chair of the Faculty Review Board (FRB), I am pleased to send you our current updated guidelines for promotion to full professor and to senior lecturer. These list the normal criteria for promotion and the procedures by which candidates for promotion may be nominated, submit their materials, and have their cases reviewed first by the appropriate department committees and later by the FRB, and ultimately receive a final decision from the Vice President for Academic Affairs/Dean of the Faculty.

As indicated in the attached guidelines, nominations for promotion to either rank are solicited annually in October and must be submitted by November 1, 2009 to me as FRB Chair to be considered during this academic year. Nominations may be made by the Dean of the Faculty, the Dean of Academic Departments, the Chair of the FRB, the Chair of the Department, or the faculty member himself or herself. Upon receiving a nomination, I will confirm (if necessary) that the candidate nominated wishes to proceed with the review and, if so, inform the department chair so that a review can begin. Candidates proceeding with a review will need to submit a portfolio of materials to the appropriate committee by the end of the Fall term.

The FRB has made revisions in the two sets of guidelines from previous years, with almost all the changes in each adding more specific procedures in part 4 of each document with respect to the review to be made at the department committee level and sent on the FRB. I urge you to read the full revised document if you are planning to make nominations. Comments or questions may be directed to me or to any other FRB member. Nominations should be sent to me by e-mail (lewisb@union.edu) and must, as mentioned earlier, be submitted by November 1, 2009.

Thanks,
Brad Lewis

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