

Guidelines for Promotion to Full Professor
2017-18 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 revised language of the Faculty Manual, Section II (approved by faculty in June 2016), reproduced verbatim below, and second by the determination of a workable timetable by the Faculty Review Board (FRB).

From the Faculty Manual, Section II.I.A.4:

To be eligible to stand for promotion review for the rank of Professor, a faculty member normally will have completed at least four years of service in the rank of Associate Professor, at Union or elsewhere, and be tenured to Union College (the promotion review could occur as early as the fifth year of service). Promotion normally takes effect at the start of the academic year following a successful review. In exceptional cases, an Associate Professor who is tenured to the College may recommend himself or herself for promotion to the rank of Professor with no minimum number of years of service as Associate Professor, under the following conditions: 1) The candidate addresses in the research, teaching, and service statements how achievements in each of these categories, since the commencement of the tenure review, fulfill the promotion criteria relative to the normal requirement of a minimum of four years in the rank of Associate Professor; 2) The Departmental Committee must similarly address fulfillment of the promotion standards relative to the normal requirement of a minimum of four years in the rank of Associate Professor.

Promotion or appointment to this rank normally requires these attainments:

- The Ph.D. or its equivalent. Excellence in teaching, including the full-range of the faculty member's teaching activities since commencement of the tenure review, which may be evidenced by contributions to the curriculum, the use of creative or innovative pedagogy, student course evaluations, course materials, peer observations of classroom visits, involvement in student research, advising and mentorship, teaching outside the classroom, pedagogical grants, other forms of educational engagement with students, and/or demonstration of pedagogical expertise.
- Significant and sustained scholarly achievement since commencement of the tenure review, recognized by the profession and normally demonstrated in publications and exhibitions, service to the profession, receipt of grants or awards, or similar marks of distinguished scholarly accomplishment.
- Significant and sustained college and department/program service since the commencement of the tenure review.

Review procedures for full-professor promotion reviews, which include alternate standards for faculty members coming up for promotion following fifteen years in service as a tenured associate professor, are described in Section B below.

B. Procedures for Promotion to Professor (effective September 1, 2016)

Nomination for promotion to professor, which consist of brief statements of interest or support in standing for promotion, shall originate with the Dean of the Faculty, the Dean of Academic

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Departments and Programs, 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.

The Dean of the Faculty and the Chair of the FRB shall meet annually to ensure that relevant department chairs and program directors are accurately informed of which faculty members in the department are associate professors with at least four years of service and which associate professors are eligible for promotion review according to the fifteen-years-from-tenure promotion process.

Eligibility for promotion will be determined by the record of achievement as a tenured Associate Professor, at Union or elsewhere, including achievement subsequent to the commencement of the tenure review. Eligibility criteria are outlined in section II.I.A.4 above, defining the rank of Professor. In reviewing a recommendation for promotion, the College primarily considers evidence since the commencement of the tenure review in accordance with the criteria for promotion: excellence in teaching, significant and sustained scholarly achievement, and significant and sustained service, as described in the definition of the rank of Professor above (section II.I.A.4). Beyond the years of service that normally establish eligibility to stand for promotion, time-in-rank itself confers neither an advantage nor a disadvantage in meeting the criteria for promotion.

If the department chair of a nominee for promotion is not a full professor, the chair shall convene a meeting of all full professors of the department, at which the chair provides information about the promotion process and then turns the process over to the full professors, excusing him or herself from the remainder of the process. The full professors will then determine who will serve as chair of the promotion committee. The department chair or the full professors may call upon the Dean of Academic Departments & Programs for assistance with the selection of a promotion committee chair if necessary. The promotion committee chair will then serve in any capacity designed for the department chair throughout this review process. This process also applies in an instance of the department chair being the nominee for promotion as an associate professor.

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.
- All published material or the disciplinary equivalent.
- Other scholarly work the candidate wishes to provide such as unpublished papers and grant applications.

- Copies of the triennial reviews since the tenure review plus Faculty Activity Sheets following the last triennial review.

- Other teaching materials the candidate wishes to provide.
- Any materials in support of service activities.
- Research, teaching, and service statements.

[End Faculty Manual language]

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Deadlines and procedures set by the FRB for 2017-18:

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. **All department administrative assistants have access to a Nexus site entitled ‘Promotion Materials Template.’** *This template includes instructions on how the department administrative assistant activates a unique site for each promotion case under consideration. The candidate and the department administrative assistant should upload all of the required materials for the promotion review into this Nexus site.*

July 2017: Identify Candidates

- The Dean of the Faculty and the current FRB Chair will review the list of eligible Associate Professors (in accordance to years in rank) and notify faculty by email.

Early August 2017: Candidates’ chairs notified

- The FRB Chair will e-mail the names of the candidates to their department chairs.
- The procedures and guidelines will be posted on the Policies & Forms webpage.

Wednesday, September 13, 2017: Nomination 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 and the department administrative assistant. Nominations may be brief; a paragraph is typically enough to indicate eligibility and list briefly “the factors that prompt the request.”
- The administrative assistant should activate a Nexus site for the promotion review (see instructions on the template).
- The candidate and department administrative assistant should upload all of the materials required for the review – deadline below. Additional instructions are included in the Nexus site. **At a minimum, the teaching, research and service statements, and the triennial merit reviews, with signatures and FASs, must be electronic.** Note: TMRs are available through the department administrative assistant or the Office of the Dean of the Faculty. *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, September 27, 2017: Candidate’s portfolio is due to the department committee

- Nominees who wish to proceed must inform the FRB Chair by this date and upload the complete portfolio required by the Faculty Manual (see below) into the Nexus site for the promotion review.
- After all of the required materials have been uploaded, the department administrative assistant should switch access to the full professors of the department for their review and recommendation.
- The full professors of the faculty member’s department are expected to review and discuss the portfolio, including course evaluations and student comments.

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- If you are a department chair under consideration for promotion to Full Professor, please delegate this task to the Full Professors in your department as dictated by the language in the Faculty Manual (referenced above).
- Please contact the Dean of Academic Departments & Programs if you have any questions about this process.

Wednesday, October 18, 2017: Department recommendation due to the FRB

- The committee of full professors must produce a recommendation letter for the FRB with respect to the teaching and service record of the faculty member under consideration. The committee may choose to comment on the research record of the faculty member in its recommendation, but if the faculty member has been an Associate Professor for fewer than 15 years, an external review of the research record will be necessary should the FRB determine that the teaching and service record has met the standards for promotion to Full Professor.
- The FRB would expect the full professors' recommendation letter 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.
- The full professors of the candidate's department must upload their recommendation into the Nexus site for the review.
- *Department Chair: The FRB requests that the Chair complete a summary of teaching for at least the past three years, including a table of numerical evaluation scores (table template is provided on the Academic Affairs Policies & Forms webpage).*
- When the case is ready for FRB review, enroll Karen Crosby as a teacher in the Nexus site. Notify her that it's ready for FRB review so that access can be switched to the senior members of the FRB.
- Any hard copy materials that are not available in electronic form (books, etc.) should be brought to Carol Cichy in the Dean's office, S&E S100, for FRB review.

November 2017 – January 2018: FRB review

- The senior members of the FRB expect to review the portfolio and departmental recommendation, and will notify the candidate and the department chair of the FRB's decision on whether to proceed with the process of obtaining outside reviewers of the candidate's research (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 of the teaching and service record (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 2018: External review

A department committee will be formed to identify external reviewers as described below for those in the rank of Associate Professor for less than fifteen years. The committee will solicit at least three external reviewers, one of which will ideally be chosen from a list of three potential reviewers presented by the faculty member. Please note that the template letter asks reviewers to address the standard of " Significant and sustained scholarly achievement "by remarking on the

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following characteristics of the candidate's work: (1) The degree of professional competence demonstrated; (2) The quality of intellect that is reflected in the work reviewed; and (3) The extent of the contribution to existing knowledge in its subject area.

- The FRB will notify Karen Crosby to switch access of the promotion site back to the full professors in the department.
- A template for external reviewer letters is in the Faculty Manual, Appendix V and on the Nexus site in the guidelines section.
- Upon receipt of the reports of the external reviewers, the department 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.
- All materials (summary, letters and reviewers' letters and CVs) should be **uploaded to the candidate's Nexus site for promotion by early April.**
- **Guidelines for choosing external reviewers:** the committee should strive to select 2-3 reviewers at the Full Professor rank from research-intensive institutions and a liberal arts college.

April 2017: 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 meeting.

Further, from the Faculty Manual, Section II-I-B:

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:

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.

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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, at his or her request, on the basis of exemplary teaching and service. The normal teaching and service criteria for promotion to the rank of Professor apply (see section II.I.A.4) with the addition of articulation in both the candidate's statement and the department committee recommendation of the impact of the teaching and service records that establish these as "exemplary." Scholarly work need not be included in the portfolio of materials; however, service to the profession may be included in the service record. 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.

All recommendations for promotion are transmitted to the President of the College and, if approved, subsequently are transmitted to the Board of Trustees for approval.

[End Faculty Manual language]

July 2017