November 2012

TO: All Part-Time Faculty, Department Chairs, Administrative Directors
FR: Beth Wright, Associate Professor, Undergraduate Division Chair
RE: Overview of Process for Adjunct Promotions Effective Fall 2013

The Deans, Division Chairs, and Part-Time Faculty Concerns Committee have developed what we believe is a clear and transparent process for adjunct promotions, especially in light of the stabilization of departments as the School addresses Full-time to Part-time Faculty ratios across the institution. Our current goal is for departments to have full-time faculty teaching half the courses (or course-equivalents) within the department, and the remaining half of courses taught equally by adjunct and non-adjunct faculty. Promotions also depend on the number of Adjunct positions approved by the Academic Affairs and Budget and Planning Committees of the Board of Governors. This year there will again be a limited number of positions available, effective 2013-14.

An examination of each department has yielded a list of departments eligible to promote Instructors to Adjunct Assistant rank, and Adjunct Assistant Professors to Adjunct Associate rank.

PROMOTION TO ADJUNCT ASSISTANT PROFESSOR
Up to seven (7) promotions of Instructors to Adjunct Assistant Professor will be considered from the following departments:

• Art History, Theory and Criticism
• Art Therapy
• Ceramics
• Designed Objects
• Fashion Design
• Fiber and Material Studies
• Liberal Arts
• Photography
• Sculpture

In addition, this year two additional (2) Adjunct Assistant Professor promotions will be considered specifically for interdisciplinary part-time faculty, consistent with our core values. In this case the criterion for “interdisciplinary” is teaching in more than one department. For these promotions, two or more departments will recommend a candidate. Departments that are otherwise deemed ineligible may participate in recommending an interdisciplinary candidate through a departmental meeting and vote as detailed below. This initiative will be reviewed at the end of the year to see if it is an effective way of embodying our core values in policy.
PROMOTION TO ADJUNCT ASSISTANT PROFESSOR
Four (4) new Adjunct Associate Professor promotions for the coming year will be considered from the following departments:

- Art and Technology Studies
- Art Therapy
- Ceramics
- Liberal Arts
- Printmedia

CRITERIA FOR PROMOTION
Criteria for eligibility for promotion to the rank of Adjunct Assistant Professor are teaching effectiveness, professional involvement, and a minimum of three years or equivalent as a faculty member at SAIC. **Priority consideration for promotion to adjunct rank is given to faculty who are contracted to teach at least three classes equal to nine or more credits in the year prior to and in which they apply.** The Adjunct Review Committee considers departmental support, student evaluations, original date of hire, and letters of recommendation. Promotion to Adjunct Assistant Professor entitles the faculty member to a minimum per course rate (PCR) of $4250 and access to institutionally supported medical, dental, and welfare benefits. Again, only the departments listed above may put forward candidates.

Criteria for eligibility for promotion to the rank of Adjunct Associate Professor are teaching effectiveness, a minimum of five years as a faculty member at SAIC, and especially professional involvement. The Adjunct Review Committee considers departmental support, student evaluations, original date of hire, and letters of recommendation. Promotion to Adjunct Associate Professor entitles the faculty member to a minimum per course rate of $6000, access to benefits, eligibility for paid leaves, and with a 10-year continuous employment, participation in the Tuition Exchange Scholarship program.

Criteria for Eligibility for Benefits
All adjunct faculty members must teach a minimum of six credit hours during the academic year (fall and spring semesters), and be paid on a 12-month contract to be eligible for health, welfare, and Defined Contribution Retirement Plan benefits.

Promotion to the rank of Adjunct Professor begins with nomination by the department, and is reserved for individuals who meet all of the qualifications of Adjunct Associate Professor but have also achieved a significant reputation in their field and can be described as experienced master teachers. Promotion to Adjunct Professor entitles the faculty member to a minimum per course rate of $7000, access to benefits, eligibility for paid leaves and with a 10-year continuous employment, participation in the Tuition Exchange Scholarship program.

Faculty who plan to apply for promotion should work closely with their department heads and administrative staff regarding the process and timetable.
This document will be posted on the Portal under Faculty Resources at http://www.saic.edu/webspaces/portalstaff/faculty/faculty_guides.html.

Please carefully review the attached schedule. Timetables and procedural guidelines from the Faculty Handbook and Faculty Handbook Supplement can be downloaded from the SAIC website: http://www.saic.edu/webspaces/portalstaff/faculty/faculty_policies.html. Relevant sections include a general overview for part-time faculty’s rank and promotion (Faculty Handbook Section 3, Parts B and C, page 7), and specifically for application to Adjunct Assistant Professor and Adjunct Associate Professor (Faculty Handbook Supplement, Section 4, Part D, item b., pages 15-17), and promotion to Adjunct Full Professor (Faculty Handbook Supplement, Section 4, Part D, item c., page 16).

Elizabeth Wright, Undergraduate Division Chair, (312) 759-1448, ewright@saic.edu

Part-time faculty representatives who can help with this process are:

Eric Leonardson; Adj. Assoc. Prof.; PT Faculty Representative at Large, eleona@saic.edu (Fall 2012)
Stephanie Brooks, Adjunct Associate Professor, PT Fac. Representative at Large (Spring 2013)
Rebecca Keller; Adj. Assoc. Professor; PT Faculty Senate Representative, rkeller@saic.edu
Ellen Rothenberg; Adjunct Professor; PT Faculty Senate Representative, erothe@saic.edu
CALENDAR FOR PROMOTION to ADJUNCT ASSISTANT or ADJUNCT ASSOCIATE PROFESSOR
Please use this calendar, as the dates differ slightly from the Faculty Handbook.

- **By November 1** the candidate submits one set of documentation to the Department or Program Chair(s) that include the following:
  - Cover letter
  - Résumé
  - Documentation of professional work
  - History of courses taught, as well as course descriptions and/or syllabi
  - One to three letters of support, either external or internal

- **Before Dec 1** each Chair sets a departmental meeting to review application(s); all full- and part-time faculty are invited to attend, review materials, and vote for candidates to be promoted.

- **By Dec 15** each Chair submits a letter with the candidate’s documentation that either recommends—or does not recommend—promotion of the candidate. Address the letter to the Dean of Faculty, but send to Shanna Linn in Sharp 810.

  The Chair’s letter to the Dean notes who is in attendance at the meeting, the formal full-time vote, the informal part-time vote, a summary of the student evaluations, a general overview/summary of the department’s discussion of the candidate, and as well, the chair’s individual recommendation regarding the candidate. If the department recommends more than one candidate, it must rank the recommended candidates.

- **In March** the Adjunct Review Committee, assembled by the Undergraduate Division Chair, reviews all application materials, and makes recommendations to the Dean. The committee of eight faculty includes three full-time faculty, the three elected part-time faculty representatives (Brooks, Keller, and Rothenberg), and the two Division Chairs—Elizabeth Wright and Werner Herterich.

- **In April** the Dean makes recommendations to the Provost and President, who in turn make recommendations to the Board of Governors.

- **In May** decisions are announced to all candidates and departments. Promotions are announced at graduation, and celebrated in a post-graduation ceremony reception.
CALENDAR FOR PROMOTION to ADJUNCT PROFESSOR

The Deans, Division Chairs, and Academic Steering Committee invite recommendations by departments or self-nominating individuals for Adjunct Associate Professors to be considered for promotion to Adjunct Professor at the School of the Art Institute of Chicago, effective Fall 2013.

Promotion is reserved for one faculty member who meets all of the qualifications of Adjunct Associate Professor, but has achieved a significant reputation in his/her field and can be described as a master teacher.

Please use this calendar, as the dates differ slightly from the Faculty Handbook.

- **By December 15**, nominations for Adjunct Professor are made by the department or the individual faculty member, addressed to the Dean of Faculty, and submitted to Shanna Linn in Sharp 810 of the Office of Deans and Division Chairs. Nominations must include a file compiled by the candidate with two sets of the following:
  - Résumé, including an account of recent professional activities
  - Materials to support the candidate’s service to department and the School
  - Materials to support the effectiveness and relevance of the candidate’s teaching as a “master teacher.” May include syllabi, philosophy of teaching statement, evidence of involvement with student groups, etc. The Deans Office will add course history and student evaluations from the last three years (Fall 2008 through Spring 2011) to each file after submission.
  - Names and contact information for two references by professionals outside the School who are in a position to comment on candidate’s professional activities. The Dean will select one reference from this group.
  - Names and contact information of at least two regular, full-time faculty from SAIC who are in a position to comment on candidate’s contributions as a master teacher to the institution. The Dean will select one reference from this group.
- **In January**, the Dean solicits letters of reference and adds to candidate’s file.
- **In February**, committee of six Professors and one Adjunct Professor reviews files.
- **In March**, the committee makes recommendations to the Dean.
- **In April**, Dean and President make recommendations to Board of Governors.
- **In May**, decisions are announced to all candidates and departments.