TO: All Full-Time Faculty, Department/Program Chairs, and Administrative Directors

FR: Lisa Wainwright, Professor, and Dean of Faculty
Shanna Linn, Director, Academic Administration
(Sharp 810, slinn@saic.edu, 312.899.7472)

RE: Overview of Process for Promotion to Professor for the 2013-14 academic year

The Deans and Division Chairs invite applications for tenured Associate Professors to be considered for promotion to Professor at the School of the Art Institute of Chicago, effective Fall 2013. Nominations may be by department recommendation or by self-nominating individuals.

In 2012-13, there are 159 full-time faculty at the School, and 59 currently hold the rank of Professor. For the 2013-14 year, there will be one promotion from Associate Professor to Professor. Promotions depend on the number of positions approved by the Academic Affairs and Budget and Planning Committees of the Board of Governors.

Applicant materials are reviewed by members of the Professor Review Committee, composed of seven appointed faculty—six Professors on staggered, two-year terms and one Adjunct Professor on a one-year term. The Chair of the committee shares the committee’s recommendations with the Dean of Faculty, who reviews the recommendations with the Provost and President, with final review and confirmation by the Board of Governors.

Consideration for promotion is reserved for faculty who meet all of the qualifications of Associate Professor but have achieved a significant reputation in their field, and can be described as experienced master teachers.

Please review the enclosed timetable and procedural guidelines from the Faculty Handbook and Faculty Handbook Supplement for promotion to Professor.

Procedures for nominating faculty to rank of Professor are in the Faculty Handbook and Faculty Handbook Supplement that are available to faculty members through the Portal under the Services tab > Faculty (channel) > Faculty Handbook link, or it can be downloaded as a PDF from http://www.saic.edu/life/policies/index.html#fac_handbook.

Please note that dates provided here are slightly different than those in the Handbook.
Overview of Nomination for Promotion to Professor

- **By December 15**, nominations for Professor are made by the department or the individual faculty member in the form of a letter, addressed to the Dean of Faculty, and submitted to Shanna Linn in Sharp 810 in the Deans Office.

- **Nominations must be accompanied by four sets of materials compiled by the candidate with the following:**
  - **Professional Accomplishments:** Rèsumé, including an account of recent professional activities and any materials to provide evidence of such;
  - **Master Teacher:** materials to support the effectiveness and relevance of the candidate’s teaching as a “master teacher.” May include syllabi, philosophy of teaching statement, courses authored and offered, evidence of involvement with student groups, exhibitions, etc.
  - **Student Evaluations:** Student evaluations from the last three years (Fall 2008 through Spring 2011) will be made available to members of the Professor Review Committee.
  - **Service to the department and the School:** Chronological overview of service including committee work, administrative responsibilities, role in curricular development, etc.
  - **External Professional References:** Names and contact information for three references by professionals outside the School who are in a position to comment on candidate's professional activities. The Dean will select two references from this group.
  - **SAIC References:** Names and contact information of at least three 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 two references from this group.

- **In January**, the Dean solicits letters of reference and adds to candidate's file.
- **In February**, files are reviewed by members of the Professor Review Committee.
- **In March**, the Committee makes recommendations to the Dean.
- **In April**, Dean and Provost make recommendations to President, who takes recommendations to the Board of Governors.
- **In May**, decisions are announced to all candidates and departments.
The pertinent sections of the *Faculty Handbook* are reproduced here from *Faculty Handbook* Section 2, Part B, page 3, and *Faculty Handbook Supplement*, Section 4, Part D, item a., page 14.

**THE SCHOOL OF THE ART INSTITUTE OF CHICAGO FACULTY HANDBOOK**

*Faculty Handbook* Section 2 Full-time Faculty, Part B. Rank, 3rd paragraph, page 3

Section 2 --- FACULTY

B. Rank

The rank of Professor shall be granted to those regular full-time faculty members who, in addition to the qualifications for Associate Professor, shall have achieved a significant reputation and other noteworthy attainments. The rank of Professor shall be reserved for those individuals who may be described as experienced master teachers.

*Faculty Handbook Supplement*, Section 4, Part D. Promotion, Item a. Full Professor, p 14-15.

Section 4 --- FACULTY SEARCH COMMITTEES AND CONTRACT REVIEW

D. Promotion

a. Full Professor

Any tenured Associate Professor may either nominate him or herself or be nominated by another member of the SAIC regular full-time faculty for the rank of Professor. The nomination must be made by December 1 and must include:

1. The candidate’s current resume, including a list of recent professional activities;
2. Indication of the candidate’s service to his department and the School;
3. Materials supporting the effectiveness of the candidates teaching as a “master teacher”;
4. The names and addresses of three people outside the School who will write letters of recommendation for the candidate; the names should be submitted to the Dean of Faculty, who will solicit letters;
5. The names and addresses of at least three regular full-time SAIC faculty who will write letters of recommendation for the candidate; the names should be submitted to the Dean of Faculty who will solicit letters.

The Dean of Faculty will establish a file by January 15th, including letters of recommendation from within and outside the School, as well as letters of recommendation from the Division Chairs.

In September, the Faculty Senate will appoint a committee of seven full professors who will review any candidates for professorship during the academic year. Each year the Senate will select three or four persons to serve staggered two-year terms. The other committee members will serve for a one-year term.

By February 15th, the completed file is given to the review committee of professors by the Dean of Faculty. This committee will evaluate the nomination and pass its recommendation to the Dean of Faculty by March 15th.

The Dean of Faculty and the President of the School will make their recommendation to the Board of Governors by April 15th.