



DATE: September 2016  
TO: Lecturers, Adjunct Assistant Professors, and Adjunct Associate Professors  
RE: **Adjunct Promotion Process for Academic Year 2016-17**

The Dean of Faculty, the Chair of Faculty, and the Part-Time Faculty Concerns Committee have developed what we believe is a clear and transparent process for adjunct promotions in light of the 2015 Part-Time Faculty Initiatives of the Dean and the stabilization of departments as the School addresses full-time to part-time ratios across the institution. Our current goal for each department is for full-time faculty to teach half of the courses (or course equivalents) within a department, with adjunct faculty teaching at least 50% of the remaining half.

Promotions depend on the number of adjunct positions approved by the Academic Affairs and Budget Planning Committees of the Board of Governors. This year we expect to offer 17 promotions to Adjunct Assistant Professor, 2 promotions to Adjunct Associate Professor, and 2 promotions to Adjunct Full Professor, effective 2017-18. **All departments are eligible to propose candidates for promotion this year.**

Priority consideration will be given to interdisciplinary candidates (i.e. candidates who are recommended by two or more departments) for 2 of the 17 promotions to adjunct assistant rank.

Please read carefully the promotion eligibility criteria, procedures, and timetables explained in this document. Faculty who plan to apply for promotion should work closely with their department heads and administrative staff during the promotion application process. Timetables and procedural guidelines from the Faculty Handbook and Faculty Handbook Supplement can be downloaded from the SAIC website: <http://www.saic.edu/faculty/>. Relevant sections include a general overview for part-time faculty's rank and promotion (Faculty Handbook Section 3, Parts B and C), and specifically for application to Adjunct Assistant Professor and Adjunct Associate Professor (Faculty Handbook Supplement, Section 4, Part D, item b), and promotion to Adjunct Full Professor (Faculty Handbook Supplement, Section 4, Part D, item c).

**Elected faculty representatives who can help with the adjunct promotion process:**

Elizabeth Wright, Chair of Faculty, (312) 759-1448, [ewright@saic.edu](mailto:ewright@saic.edu)

Nora Taylor, Faculty Liaison, (312) 759-1441, [ntaylor@saic.edu](mailto:ntaylor@saic.edu)

Aay Preston-Myint, Lecturer, PT Faculty Senator, [aprest@saic.edu](mailto:aprest@saic.edu)

Lora Lode, Adjunct Assistant Professor, PT Faculty Senator, [llode@saic.edu](mailto:llode@saic.edu)

Sarah Ross, Adjunct Assistant Professor, PT At-Large Representative, [ross1@saic.edu](mailto:ross1@saic.edu)

## **ELIGIBILITY CRITERIA FOR PROMOTION TO THE RANK OF *ADJUNCT ASSISTANT PROFESSOR***

- minimum of three years or equivalent as a faculty member at SAIC
- teaching effectiveness
- professional involvement

The Adjunct Review Committee considers departmental need, support for promotion from the department, evidence of professional practice, student evaluations, original date of hire, and letters of recommendation. Priority consideration for promotion to adjunct rank will be given to faculty who are contracted to teach at least three classes/nine credits in the year prior to and in which they apply.

### **Benefits of Promotion to *ADJUNCT ASSISTANT PROFESSOR***

Promotions to Adjunct Assistant Professor effective in 2017-18 will entitle the faculty member to a minimum per course rate (PCR) of \$6000. Per course rates for faculty making more than the minimum PCR will be adjusted at the discretion of the Dean of Faculty. Adjunct faculty may participate in the institutionally supported health and welfare benefits program. To participate in the program, an adjunct faculty member must teach a minimum of six credit hours during the academic year (fall and spring semesters), and be paid on a 12-month contract. Adjunct faculty with at least 3 years of continuous employment may apply for the Tuition Exchange Scholarship Program.

## **ELIGIBILITY CRITERIA FOR PROMOTION TO THE RANK OF *ADJUNCT ASSOCIATE PROFESSOR***

- minimum of five years as a faculty member at SAIC
- teaching effectiveness
- emphasis on professional involvement

The Adjunct Review Committee considers support for promotion from the department, evidence of professional involvement, student evaluations, original date of hire, and letters of recommendation.

### **Benefits of Promotion to *ADJUNCT ASSOCIATE PROFESSOR***

Promotions to Adjunct Associate Professor effective in 2017-18 will entitle the faculty member to a minimum per course rate (PCR) of \$7000. Adjunct faculty may participate in the institutionally supported health and welfare benefits program. To participate in the program, an adjunct faculty member must teach a minimum of six credit hours during the academic year (fall and spring semesters), and be paid on a 12-month contract. Adjunct faculty with at least 3 years of continuous employment may apply for the Tuition Exchange Scholarship Program. In addition, Adjunct Associate Professors may apply for adjunct paid leaves.

## **ELIGIBILITY CRITERIA FOR PROMOTION TO THE RANK OF *ADJUNCT FULL PROFESSOR***

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- must meet all of the eligibility criteria for Adjunct Associate Professor
- must have achieved a significant reputation in their field
- can be described as a master teacher

### **Benefits of Promotion to *ADJUNCT FULL PROFESSOR***

Promotions to Adjunct Professor effective in 2017-18 will entitle the faculty member to a minimum per course rate of \$8000. Adjunct faculty may participate in the institutionally supported health and welfare benefits program. To participate in the program, an adjunct faculty member must teach a minimum of six credit hours during the academic year (fall and spring semesters), and be paid on a 12-month contract. Adjunct faculty with at least 3 years of continuous employment may apply for the Tuition Exchange Scholarship Program. In addition, Adjunct Professors may apply for adjunct paid leaves.

## **PROCEDURES AND TIMELINES**

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### ***ADJUNCT ASSISTANT* or *ADJUNCT ASSOCIATE PROFESSOR***

Please use the timeline below, as the dates differ slightly from the Faculty Handbook.

**Before November 1** the candidate contacts Department Chair(s) to indicate interest in applying for promotion and to discuss departmental support of application.

**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

**Materials should be in digital format only (website, pdf, or thumb drive). Hard copies of supplemental materials such as books and/or other publications may be included per the discretion of the candidate.**

The Office of the Dean of Faculty can assist with adding course histories and evaluations from the last three years (Fall 2013 through Spring 2016) to each file after submission.

**Before December 1** each Department Chair sets a departmental meeting to review application(s); all full-time and part-time faculty are invited to attend and review candidate materials. Full-time faculty cast a formal vote and part-time faculty are polled for their recommendations for promotion. See Faculty Handbook – Supplement, Section C, page 10 for more details.

**By December 15** each Department Chair submits a letter (in digital form) 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 Molly Scranton, Assistant Director of Faculty Services, at [mscranton@saic.edu](mailto:mscranton@saic.edu).

The Department Chair's letter to the Dean of Faculty 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 Department 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 Chair of Faculty, reviews all application materials, and makes recommendations to the Dean of Faculty. The committee of eight faculty includes three full-time faculty, the three elected part-time faculty representatives (Sarah Ross, Aay Preston-Myint, and Lora Lode), the Faculty Liaison (Nora Taylor) and the Chair of Faculty (Beth Wright).

**In April** the Dean of Faculty 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.

### ***ADJUNCT FULL PROFESSOR***

Please use the timeline below, 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 Molly Scranton at [mscranton@saic.edu](mailto:mscranton@saic.edu). Nominations must include the following:

- Cover letter
- Résumé
- Documentation of professional work
- Materials to support the candidate's service to the department and the School
- Materials to support the effectiveness and relevance of the candidate's teaching as a "master teacher". (e.g. syllabi, teaching philosophy, evidence of involvement with student groups, etc.)
- Names and contact information for two references by professionals outside of the School who are in a position to comment on the candidate's professional activities. The Dean of faculty will select one reference from this group.
- Names and contact information for at least two regular, full-time faculty from SAIC who are in a position to comment on the candidate's contributions as a master teacher to the institution. The Dean of Faculty will select one reference from this group.

**Materials should be in digital format only (website, pdf, or thumb drive). Hard copies of supplemental materials such as books and/or other publications may be included per the discretion of the candidate.**

The Office of the Dean of Faculty can assist with adding course histories and evaluations from the last three years (Fall 2013 through Spring 2016) to each file after submission.

**In January** the Dean of Faculty solicits letters of reference and adds them to the candidate's file.

**In February** a committee of six Professors and one Adjunct Professor reviews files.

**In March** the committee makes recommendations to the Dean of Faculty.

**In April** the Dean of Faculty 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.