September 2014

TO: All Part-Time Faculty, Department Chairs, Administrative Directors
FR: Beth Wright, Associate Professor, Undergraduate Division Chair
RE: Overview of Process for Adjunct Promotions for Fall 2015

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 2015-16.

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.

Priority consideration for promotion to adjunct rank is given to faculty who are contracted to teach at least three classes/nine credits in the year prior to and in which they apply.

**Up to eight (8) promotions to Adjunct Assistant Professor will be considered from the following departments:**

- Art Education
- Art Therapy
- Contemporary Practices
- Fiber and Material Studies
- Film, Video, New Media and Animation
- Liberal Arts
- Photography
- Visual Communication Design

**In addition, this year two (2) Adjunct Assistant Professor promotion will be set aside 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.

Three (3) new School-wide Adjunct Associate Professor promotions (from any department) have been budgeted for the coming year.

General Adjunct Promotion Criteria

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.

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. The Adjunct Review Committee considers departmental need, departmental support, evidence of professional practice, 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, access to institutionally supported medical, dental, and welfare benefits, and, with a 3-year continuous employment, participation in the Tuition Exchange Scholarship program. Course rates for faculty making more than the minimum PCR will be reviewed by the Dean. Again, only the departments listed above may put forward candidates unless a department is nominating an interdisciplinary candidate.

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, evidence of professional practice, 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 3-year continuous employment, participation in the Tuition Exchange Scholarship program.

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 3-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.

Please carefully review the schedule immediately below. 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, 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:**

Michael Ryan; Adjunct Associate Professor; PT Faculty Representative at Large, mryan3@saic.edu
Claire Ashley; Adjunct Associate Professor; PT Faculty Senate Representative, cashley@saic.edu
Judith Brotman; Adjunct Associate Professor; PT Faculty Senate Representative, jbrotm@saic.edu

**PROMOTION to ADJUNCT ASSISTANT or ADJUNCT ASSOCIATE PROFESSOR**

Please use this calendar, 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
- **Before Dec 1** each Chair sets a departmental meeting to review application(s); all full-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 Molly Scranton in Sharp Building, 37 South Wabash, 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 (Michael Ryan, Claire Ashley and Judith Brotman), and the two Division Chairs—Elizabeth Wright and Werner Herterich.
Procedures for Adjunct Promotion in 2014-15 for FY15 Promotions

- 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.

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 2015.

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 Molly Scranton 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 2011 through Spring 2014) 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.