

**The Office of the Dean of Faculty invites applications for tenured Associate Professors to be considered for promotion to the rank of Full Professor at the School of the Art Institute of Chicago, effective fall of 2018.** Nominations may be initiated through departmental recommendation or self-nomination. For the 2018-19 year, there will be three promotions from the title of Associate Professor to Full Professor.

Applicant materials are reviewed by members of the Full Professor Review Committee, composed of seven appointed faculty: six Full Professors on staggered, two-year terms and one Adjunct Professor on a one-year term (applications for promotion to Adjunct Full Professor are reviewed by this committee at this time as well). The Chair of the committee shares the committee recommendations with the Dean of Faculty who then reviews the potential promotions with the Provost and the President, with a final review and confirmation by the Board of Governors.

Consideration for promotion is reserved for faculty members who meet all of the qualifications of Associate Professor, have achieved a **significant reputation** (national or international) in their field, and can be described as **significantly accomplished teachers**.

Please review the timetable and procedural guidelines for Full Professor promotion from the Faculty Handbook and Faculty Handbook Supplement, available for download from the [Faculty Dashboard](#) and summarized below:

#### **Overview of Nomination Process for Promotion to Full Professor**

*Please note that the dates provided here may be slightly different than those in the Faculty Handbook.*

- **By January 15**, nominations for Full 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 Assistant Director of Faculty Affairs, Molly Scranton at [mscranton@saic.edu](mailto:mscranton@saic.edu).
- **Nominations must be accompanied by a digital PDF file of materials compiled by the candidate with the following:**
  - **Professional Accomplishments:** Resume, 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 qualifications as a “master teacher.” May include syllabi, philosophy of teaching, courses authored and offered, evidence of involvement with student groups, exhibitions, etc.
  - **Student Evaluations:** Student evaluations from the last three years (fall 2014 through spring 2017) will be made available to members of the Full Professor Review Committee.
  - **Service to the Department and the School:** Chronological overview of service including committee work, administrative responsibilities, roles in curricular development, etc.
  - **External Professional References:** Names and contact information for *three 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 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 the candidate’s professional activities. The Dean of Faculty will select two references from this group.
- **In January**, the Dean of Faculty solicits letters of reference and adds them to the candidate’s file.
- **In February**, files are reviewed by members of the Full Professor Review Committee.
- **In March**, the committee makes recommendations to the Dean of Faculty who then recommends to the Provost, President, and ultimately the Board of Governors.
- **In May**, decisions are announced to all candidates and departments.