



DATE: September 2018
TO: Lecturers, Adjunct Assistant Professors, and Adjunct Associate Professors
RE: **Adjunct Promotion Process for Academic Year 2018-19**

Since 2015, the Dean of Faculty, Provost, and Part-Time Concerns Committee have developed a series of new initiatives intended to recognize the key role played by part-time faculty at the School and to improve their conditions of employment. Ongoing initiatives include multi-year contracts for adjunct faculty and lecturers; the formation of a *Part-Time Council* with elected representatives from each department and an elected Part-Time Liaison Representative who serves on the Part-Time Concerns Committee; increases to minimum per course rates, including a 1% annual increase to the base per course rate going forward; the creation of a merit raise pool; an increase to the “day rate” for additional work done by part-time faculty; and the establishment of a course cancellation fee. The status of adjunct faculty as “core faculty” (along with full-time faculty), was affirmed by the Faculty Senate.

The Dean of Faculty, Chair of Faculty, and Part-Time Faculty Concerns Committee have worked to develop a clear and transparent process for adjunct promotions. Promotions depend on the number of adjunct positions approved by the Executive Committee of the Board of Trustees of the Art Institute of Chicago, as well as any replacement positions that become available. Since 2015, we have promoted 74 faculty to Adjunct Assistant Professor, 27 to Adjunct Associate Professor, and 15 to Adjunct Full Professor. This year we expect to offer up to 23 promotions to Adjunct Assistant Professor, 11 promotions to Adjunct Associate Professor, and 3 promotions to Adjunct Full Professor. These promotions will become effective in the 2019-20 academic year.

In 2018-19, we invite applications from all departments for promotion to Adjunct Assistant, Adjunct Associate, and Adjunct Full.

Please read carefully the promotion eligibility criteria, procedures, and timetables outlined 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).

Also, note that in 2018-19 and going forward, faculty will not be eligible to apply for a merit raise in the same year that an application for a promotion is submitted.

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

- minimum of three years or equivalent as a faculty member in the degree program 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 lecturers who have a history of teaching more than three classes/nine credits per academic year and are contracted to teach at least three classes/nine credits in the year in which they apply.

Benefits of Promotion to *ADJUNCT ASSISTANT PROFESSOR*

Promotions to Adjunct Assistant Professor effective in 2019-20 will entitle the faculty member to a minimum per course rate (PCR) of \$6,666. 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 in the degree program 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 2019-20 will entitle the faculty member to a minimum per course rate (PCR) of \$7,676. 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*

- 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 2019-20 will entitle the faculty member to a minimum per course rate (PCR) of \$8,686. 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

ADJUNCT ASSISTANT or ADJUNCT ASSOCIATE PROFESSOR

Please adhere to the timeline below, as the dates differ slightly from those in 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
- 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 will add course histories and evaluations from the last 3 years (Fall 2015 through Spring 2018) 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. The letter should be addressed to the Dean of Faculty, and submitted to Molly Scranton, Associate Director of Faculty Affairs, at 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 the Department Chair's individual recommendation regarding the candidate. **If the department recommends more than one candidate, the candidates must be ranked.**

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, three part-time faculty, the Faculty Liaison (Raja El Halwani) 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 adhere to the timeline below, as the dates differ slightly from those in 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, Associate Director of Faculty Affairs, at 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 professional references 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 will add course histories and evaluations from the last 3 years (Fall 2015 through Spring 2018) 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.

ELECTED FACULTY REPRESENTATIVES WHO CAN HELP WITH THE ADJUNCT PROMOTION PROCESS:

Elizabeth Wright, Chair of Faculty/Associate Professor, Liberal Arts

(312) 759-1448, ewright@saic.edu

Raja El Halwani, Faculty Liaison/Professor, Liberal Arts

(312) 759-1441, rhalwa@saic.edu

Hope Esser, PT Faculty Senator/Adjunct Assistant Professor, Contemporary Practices

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Rebecca Keller, PT Faculty Senator/Adjunct Professor, Sculpture/Art History/Art Education

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Melissa Raman-Molitor, PT Rep-At-Large/Adjunct Associate Professor, Art Therapy

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Lorraine Peltz, PT Liaison Rep/Adjunct Associate Professor, Contemporary Practices /Arts Administration & Policy

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