

PROCESS FOR PROMOTION TO FULL PROFESSOR IN ACADEMIC YEAR 2023-24

The Office of the Dean of Faculty invites applications from Associate Professors to be considered for promotion to Full Professor during AY2023-24.

There will continue to be no limit on the number of promotions to Full Professor available. Any Associate Professor meeting the criteria for promotion may be promoted.

Promotions will become effective on August 16, 2024.

Nominations for promotion to Full Professor rank may be initiated through self-nomination or by another member of the SAIC regular full-time faculty.

Applications are reviewed by members of the Full Professor Review Committee, made up of seven faculty appointed by the Faculty Contract and Tenure Review Board (five Full Professors on staggered, two-year terms and two Full Professors, Adjunct on one-year terms). Recommendations for promotion are then made by the Full Professor Review Committee to the Dean of Faculty who then reviews the potential promotions with the Provost and the President. Their recommendations are reviewed and finalized by the Board of Governors.

Please read carefully the promotion eligibility criteria, procedures, and timetables outlined in this document.

Additional information about faculty ranks, eligibility, and the promotion process can be found in the [Faculty Handbook](#) and [Faculty Handbook Supplement](#) which can be found on the [Faculty Resources](#) page of the SAIC website.

Please note that faculty who submit an application for a promotion are not eligible to apply for a merit raise in the same year.

ELIGIBILITY CRITERIA FOR PROMOTION TO THE RANK OF FULL PROFESSOR

Consideration for promotion to Full Professor 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 demonstrate excellence in teaching.

Supplemental criteria may be issued by individual departments.

PROCEDURE AND TIMELINE FOR PROMOTION TO FULL PROFESSOR

Please adhere to the timeline below, as the dates differ slightly from those in the Faculty Handbook.

By November 15, 2023, 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 Associate Director of Faculty Affairs, Molly Roth Scranton at mscranton@saic.edu.

Nominations must be accompanied by a single pdf of materials compiled by the candidate as follows, including a table of contents for easy navigation:

- **Professional Accomplishments:** Resume, including an account of recent professional activities and any materials that provide evidence of such.

- **Service to the Department and the School:** Chronological overview of service including committee work, administrative responsibilities, role in curriculum development, learning outcomes and/or pedagogical innovation, the assessment of student learning etc.
- **Teaching Excellence:** Materials to support the effectiveness and relevance of the candidate's qualifications and demonstrated 'teaching excellence' should include syllabi, philosophy of teaching (which should address their experience and aptitude in teaching diverse student populations), the range and number of courses authored and offered (when applicable), evidence of involvement with student groups, and enhanced learning opportunities for student learning, including but not limited to student exhibitions, field trips, poster sessions, and conference participation.
- **External Professional References:** Names and contact information of *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 at 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. Please note that Faculty Emeriti are not eligible to participate as SAIC references.

The Office of the Dean of Faculty will history of courses taught and course evaluations from the last 3 years (Fall 2020 through Spring 2023) to each file after submission.

In December 2023, the Dean of Faculty solicits letters of reference and adds them to the candidate's file.

In February 2024, files are reviewed by members of the Full Professor Review Committee.

In March 2024, the Full Professor Review Committee makes recommendations in writing to the Dean of Faculty.

In April 2024, the Dean of Faculty makes recommendations to the Provost and President, who in turn make recommendations to the Board of Governors.

In May 2024, decisions will be shared with all candidates and Department Chairs and announced to the SAIC community.