

## **APPLICATION PROCESS FOR PROMOTION TO ASSISTANT PROFESSOR, ADJUNCT IN ACADEMIC YEAR 2024-25**

The Office of the Dean of Faculty is pleased to announce that we will be accepting applications from Lecturers to be considered for promotion to Assistant Professor, Adjunct.

To ensure that the distribution of adjunct faculty addresses curricular needs across the School, nine departments have been designated as eligible to put forward candidates for seven available promotions to Assistant Professor, Adjunct. A committee of members of the Dean's Advisory Council considered departmental requests, enrollment information, and repeated departmental appeals for lecturers to teach more than three classes, to determine the departments that may move forward with the Assistant Professor, Adjunct promotion process.

This year, we invite applications for promotion from Lecturers teaching in the following departments:

- Art Education
- Art and Technology/Sound Practices
- Art Therapy and Counseling
- Ceramics
- Contemporary Practices
- Fiber and Material Studies
- Film, Video, New Media and Animation
- Painting and Drawing
- Printmedia

Promotions will become effective August 16th of the following year.

**Faculty who submit an application for a promotion are not eligible to apply for a merit raise in the same year.**

Applications are reviewed by each candidate's department, as well as the Adjunct Review Committee made up of eight faculty members (three full-time faculty, three part-time faculty, the Faculty Liaison, and the Chair of Faculty). Recommendations for promotion are then made by the Adjunct Review Committee to the Dean of Faculty. Final decisions regarding promotion rest with the Dean of Faculty.

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

Faculty who plan to apply for promotion should consult with their Department Chair(s) prior to applying, and work closely with their Department Chair(s) and administrative staff during the promotion application process.

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.

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

- Served a minimum of three years or equivalent as a faculty member in the degree program at SAIC at the time of application
- Taught a minimum of six courses in the degree program at SAIC at the time of application
- Demonstrated teaching effectiveness
- Evidence of professional involvement

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

## **BENEFITS OF PROMOTION TO ASSISTANT PROFESSOR, ADJUNCT**

Assistant Professors, Adjunct receive an increased per course rate and are eligible to 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.

## **PROCEDURE AND TIMELINE FOR PROMOTION TO ASSISTANT PROFESSOR, ADJUNCT**

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

*Lecturers interested in applying for a promotion must first discuss their candidacy with the Department Chair or Program Head in light of the criteria stated in the [Faculty Handbook](#). The candidate must contact their Department Chair(s) to indicate interest in applying for promotion and to discuss departmental support in advance of applying. The Dean's Office gives discretion to Department Chairs to determine curricular needs and how a potential candidate's qualifications may meet that need.*

**On or before November 1st**, candidates submit application materials to their Department Chair. Please submit application materials in a single pdf format with a table of contents for easy navigation.

Applications from candidates must include the following:

- Cover letter
- Resume/CV
- Documentation of professional work
- Three sample syllabi
- Three letters of support, either external or internal

The Senior Administrative Director will add a history of courses taught and evaluations from the last three years to each file after submission for departmental review.

**On or before December 2nd**, each Department Chair sets a departmental meeting to review application(s). All full-time and part-time faculty in the department 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 4, C. Promotions, b. Assistant Professor and Associate Professor, Adjunct (pages 8-9) for more details.

**On or before December 16th**, each Department Chair submits a letter *for each candidate*, along with the candidate's application and supplemental materials, 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 Roth Scranton, Associate Director of Faculty Affairs, at [mscranton@saic.edu](mailto:mscranton@saic.edu). **At the time that the letter is submitted to the Dean, it should also be shared with the candidate.**

The Department Chair's letter to the Dean of Faculty includes the names and ranks of those in attendance at the meeting, the formal full-time faculty vote, the informal part-time faculty poll, 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 accordance with the [Faculty Handbook Supplement](#), page 8.) If they are not ranked, the applications will be considered incomplete and will not be reviewed by the Adjunct Review Committee. These rankings may be shared separately from the letter that is shared with the candidate.

**March:** The Adjunct Review Committee, assembled by the Chair of Faculty, will review all application materials and make recommendations to the Dean of Faculty

**April:** The Dean of Faculty will review all materials with the Chair of Faculty. Final decisions regarding promotion to Assistant Professor, Adjunct rank rest with the Dean of Faculty.

**May:** Decisions will be shared with all candidates and Department Chairs and announced to the SAIC community

### **ELECTED FACULTY REPRESENTATIVES WHO CAN HELP WITH THE ADJUNCT PROMOTION PROCESS**

Shaurya Kumar – Chair of Faculty  
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Adam Mack – Faculty Liaison  
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Elena Ailes – Part-Time Faculty Senator  
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Caroline Bellios - Part-Time Faculty Senator  
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Kristi McGuire – Part-Time Faculty Senator  
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Kelly Kaczynski – Part-Time Faculty Liaison  
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