

APPLICATION PROCESS FOR PROMOTION TO ASSOCIATE PROFESSOR, ADJUNCT IN ACADEMIC YEAR 2024-25

The Office of the Dean of Faculty invites applications from Assistant Professors, Adjunct, to be considered for promotion to Associate Professor, Adjunct.

There are no limits on the number of promotions to Associate Professor, Adjunct. Assistant Professors, Adjuncts meeting the criteria for promotion are eligible to be promoted.

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 prior to applying, and should work closely with their Department Chair 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 ASSOCIATE PROFESSOR, ADJUNCT

- Served a minimum of five years as a faculty member in the degree program at SAIC at the time of application
- Demonstrated teaching effectiveness
- Evidence of professional involvement *this criteria will be emphasized in this review process

Supplemental criteria may be issued by individual departments.

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

BENEFITS OF PROMOTION TO ASSOCIATE PROFESSOR, ADJUNCT

Associate Professors, Adjunct receive an increased per course rate and remain 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. In addition, Associate Professors, Adjunct may apply for adjunct paid leaves-of-absence.

PROCEDURE AND TIMELINE FOR PROMOTION TO ASSOCIATE PROFESSOR, ADJUNCT

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

Assistant Professors, Adjuncts interested in applying for 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 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 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 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. **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.

March: The Adjunct Review Committee, assembled by the Chair of Faculty, will review all application materials and make recommendations to the Dean of Faculty. The committee of eight faculty includes three full-time faculty, three part-time faculty, the Faculty Liaison (Associate Professor Adam Mack, Department of Liberal Arts) and the Chair of Faculty (Professor Shaurya Kumar, Department of Printmedia).

April: The Dean of Faculty will review all pertinent materials with the Chair of Faculty. Final decisions regarding promotion to Associate 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
Professor, Department of Printmedia
skumar@saic.edu

Adam Mack – Faculty Liaison
Associate Professor, Department of Liberal Arts
amack1@saic.edu

Elena Ailes – Part-Time Faculty Senator
Associate Professor, Adjunct, Department of
Contemporary Practices
eailes@saic.edu

Caroline Bellios - Part-Time Faculty Senator
Associate Professor, Adjunct, Fashion Design
cbellios@saic.edu

Danny Floyd - Part-Time Faculty Senator, Assistant
Professor, Adjunct, Visual and Critical Studies
dfloyd@saic.edu

Kristi McGuire – Part-Time Faculty Senator
Professor, Adjunct, Department of Visual and Critical
Studies
kmcguire@saic.edu

Luna E. Melisande Jaskowiak - Lecturer Representative
Lecturer, Liberal Arts
ljaskowiak@saic.edu

Hope Esser – Part-Time Faculty Representative-at-
Large
Professor, Adjunct, Department of Contemporary
Practices
hesser@saic.edu

Kelly Kaczynski – Part-Time Faculty Liaison
Representative
Professor, Adjunct, Department of Sculpture/Low-
Residency MFA
kkaczynski@saic.edu