

APPLICATION PROCESS FOR PROMOTION TO FULL PROFESSOR IN ACADEMIC YEAR 2024-25

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

There are no limits on the number of promotions to Full Professor. Associate Professors 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.

Nominations for promotion to Full Professor rank may be initiated through self-nomination or by another member of the SAIC tenured or tenure-track faculty.

Applications for promotion to Full Professor are reviewed by members of the Full Professor Review Committee, made up of seven full professors appointed by the Faculty Contract and Tenure Review Board. 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.

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, can demonstrate excellence in teaching, and have demonstrated service to their Department and the School.

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.

On or before November 15th, 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 the following materials compiled by the candidate in a PDF format, 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 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 add history of courses taught and course evaluations from the last 3 years to each file after submission. Here is the timeline for the process:

In December, 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 Full Professor Review Committee makes recommendations in writing 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 will be shared with all candidates and Department Chairs and announced to the SAIC community