

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

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

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

Promotions will become effective on 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, Adjunct are made by the Department Chair in consultation with the candidate for promotion.

Applications for promotion to Full Professor, Adjunct are reviewed by members of the Full Professor Review Committee, made up of seven full professors and two full professors, adjunct. 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 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 and excellence
- Evidence of professional involvement
- Achieved a significant reputation in their field

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

Full Professor, Adjuncts receive an increase to their per course rate. They 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, Full Professors, Adjunct may apply for adjunct paid leaves-of-absence.

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

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

**Deadline Extended: On or before December 2<sup>nd</sup>**, nominations for Professor, Adjunct are made by the Department Chair in consultation with the candidate for promotion. Nomination letters and application materials 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). 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
- Service (If Applicable): Materials as evidence of the candidate's service to the department and/or the School
- Teaching Excellence: Documentation to demonstrate the candidate's excellence in teaching (e.g. syllabi, teaching philosophy, evidence of involvement with student groups, etc.)
- External Professional References: Names and contact information of *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.
- SAIC References: Names and contact information of *at least two regular, full-time faculty at SAIC* who are in a position to comment on the candidate's excellence in teaching. These reviewers should be in addition to the nomination from the Department Chair as described above. The Dean of Faculty will select one reference from this group. Please note that Faculty Emeriti are not eligible to participate as SAIC reviewers.

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.

**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.

**ELECTED FACULTY REPRESENTATIVES WHO CAN HELP WITH THE FULL PROFESSOR, ADJUNCT PROMOTION PROCESS**

Hope Esser – Part-Time Faculty Representative-at-Large  
Professor, Adjunct, Department of Contemporary Practices  
[hesser@saic.edu](mailto:hesser@saic.edu)

Shaurya Kumar – Chair of Faculty  
Professor, Department of Printmedia  
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Adam Mack – Faculty Liaison  
Associate Professor, Department of Liberal Arts  
[amack1@saic.edu](mailto:amack1@saic.edu)

Kristi McGuire – Part-Time Faculty Senator  
Professor, Adjunct, Department of Visual and Critical Studies  
[kmcguire@saic.edu](mailto:kmcguire@saic.edu)

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