



11/5/2025

PROMOTION TO PROFESSOR, ADJUNCT

The Office of the Dean of Faculty invites applications from Associate Professors, Adjunct, to be considered for promotion to Professor, Adjunct. There are no limits on the number of promotions to Professor, Adjunct.

ELIGIBILITY

Associate Professors, Adjunct meeting the following criteria are eligible to be promoted:

- Served a minimum of 2 years as an Associate Professor, Adjunct
- Have completed SAIC required trainings
- Have fulfilled credential documentation requirements
- Have provided syllabi for each class to the Dean's Office and enrolled students no later than the first class meeting of each academic term

ASSESSMENT CRITERIA

Evaluation for promotion to Professor, Adjunct will be based on, in addition to the criteria for Associate Professor, Adjunct, the demonstration of a significant professional record and excellence in teaching.

APPLICATION INSTRUCTIONS

Faculty who meet the eligibility criteria for promotion are responsible for notifying the department of their intent to apply.

Prior to December 1, faculty interested in applying for promotion should notify Associate Director of Faculty Affairs, Molly Roth Scranton (mscranton@saic.edu) of their intent to apply, at which point a SmartPath workflow will be opened to submit application materials.

*Additional SmartPath instructions for applicants and departments are forthcoming.

On or before December 1, the following documents must be submitted to SmartPath:

- Cover letter explaining the candidate's qualifications
- Resume/CV
- Portfolio - Evidence of Professional Work
- Course evaluations from past 3 years (will be uploaded to SmartPath by Faculty Affairs)

SMARTPATH INSTRUCTIONS

Below you will find links to the various SmartPath instructions:

- [Instructions for Adjunct Promotion Applicants](#)
- [Instructions for Department Chairs](#)
- [Instructions for Senior Administrative Directors](#)

REVIEW PROCESS

The Department's assessment and recommendation will be reviewed by the Full Professor Committee of the Faculty Contract and Tenure Review Board. The Dean of Faculty, after reviewing the assessment and recommendations of the Department and Full Professor Committee, and other appropriate members of the faculty and academic administration, will make the final decision on the candidate's promotion in rank.

Departmental Review Meeting and Letter

The department will organize one or more departmental review meetings, depending on the number of applications received. All adjunct and full-time faculty in the department will be invited to attend.

- **Attendees:**
 - *Voting Committee:* All full-time tenured and tenure-track faculty.
 - *Invited Participants:* All adjunct and full-time faculty in the department.
 - *Candidate Participation:* The candidate is present for their presentation and Q&A, then dismissed for the deliberation and voting portion.
- **Process:**
 - The Department Chair (or their designee) initiates and conducts the meeting.
 - Each candidate gives a brief 5–10 minute presentation highlighting their qualifications, key achievements in professional practice and teaching, and significant activities since their last promotion.
 - A Q&A session follows, during which faculty may ask questions based on the candidate's presentation and submitted materials. (approx. 10-20 minutes for each application)
 - After the Q&A period, the candidate is dismissed from the room. Adjunct faculty attendees are polled and then dismissed at this time.
 - The voting members (tenured/tenure-track faculty) discuss the candidate's credentials and cast an anonymous vote either in favor or not in favor of recommending the promotion.
 - The Department will submit a letter in SmartPath by Monday, February 16, 2026. The departmental letter should be comprised of the following:
 - The names and ranks of those in attendance at the meeting
 - Results of the formal full-time faculty vote and the informal adjunct faculty poll
 - A summary of the student evaluations
 - A general overview/summary of the department's discussion of the applicant
 - The Department Chair's individual recommendation regarding the applicant's promotion in rank

CONTACTS

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