ADJUNCT PROMOTION PROCESS FOR ACADEMIC YEAR 2020-21

The Dean of Faculty, Chair of Faculty, and Part-Time Faculty Concerns Committee have worked together to develop a clear and transparent process for adjunct promotions. Since 2015, we have promoted 126 faculty to Assistant Professor, Adjunct, 52 to Associate Professor, Adjunct, and 22 to Professor, Adjunct.

In 2020-21, we invite applications from all departments for promotion to Assistant, Associate, and Full Professor, Adjunct. These promotions will become effective in the 2021-22 academic year. For this year’s review cycle, there will be 4 promotions to Assistant Professor, Adjunct, 5 promotions to Associate Professor, Adjunct, and 2 promotions to Professor, Adjunct available.

Please read carefully the promotion eligibility criteria, procedures, and timetables outlined in this document. Faculty who plan to apply for promotion should work closely with their Department Chair(s)/Director(s) and administrative staff during the promotion application process. Timetables and procedural guidelines can also be found in the Faculty Handbook and the Faculty Handbook Supplement which are located on the Faculty Dashboard. Relevant sections include a general overview for part-time faculty’s rank and promotion (Faculty Handbook Section 3, Parts B and C), and specifically for application to Assistant Professor, Adjunct and Associate Professor, Adjunct (Faculty Handbook Supplement, Section 4, Part C, item b), and promotion to Professor, Adjunct (Faculty Handbook Supplement, Section 4, Part C, item c).

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

- A minimum of three years or equivalent as a faculty member in the degree program at SAIC at the time of application
- A minimum of six courses taught in the degree program at SAIC at the time of application
- Teaching effectiveness
- Professional involvement

The Adjunct Review Committee considers departmental need, 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 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.

ELIGIBILITY CRITERIA FOR PROMOTION TO THE RANK OF ASSOCIATE PROFESSOR, ADJUNCT

- A minimum of five years as a faculty member in the degree program at SAIC at the time of application
- Teaching effectiveness
- Emphasis on professional involvement

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

Benefits of Promotion to Associate Professor, Adjunct

Associate Professors, Adjunct 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.
ELIGIBILITY CRITERIA FOR PROMOTION TO THE RANK OF PROFESSOR, ADJUNCT

- Must meet all of the eligibility criteria for Associate Professor, Adjunct
- Must have achieved a significant reputation in their field
- Can be described as a “master teacher”

Benefits of Promotion to Professor, Adjunct

Professors, Adjunct 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, Professors, Adjunct may apply for adjunct paid leaves-of-absence.

PROCEDURE AND TIMELINE FOR PROMOTION TO ASSISTANT OR ASSOCIATE PROFESSOR, ADJUNCT

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

Any continuing part-time faculty member 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(s)/Director(s) to indicate interest in applying for promotion and to discuss departmental support in advance of submitting an application. The Dean’s Office gives discretion to Department Chairs to determine departmental needs and how the candidate’s qualifications meet that need.

By November 15, 2020, the candidate submits one set of documentation to the Department Chair(s)/Director(s). Materials must be in digital format only (e.g. website, pdf, etc.).

Applications must include the following:

- Cover letter
- Resume/CV
- Documentation of professional work
- History of courses taught, as well as course descriptions and/or syllabi
- Three letters of support, either external or internal

The departmental Administrative Director should add the history of courses taught and evaluations from the last three years (Fall 2017 through Spring 2020) to each file after submission for departmental review.

Before December 15, 2020, 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, Part C, item b, pages 7-8 for more details.

By February 1, 2021, each Department Chair submits a letter (in digital form) 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 Scranton, Associate Director of Faculty Affairs, at mscranton@saic.edu. At the time that the letter is submitted, it should also be shared with the candidate.

The Department Chair’s letter to the Dean of Faculty includes who is in attendance at the meeting, the formal full-time faculty vote, the informal part-time faculty vote, 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. These rankings may be shared separately from the letter that is shared with the candidate.

In March, the Adjunct Review Committee, assembled by the Chair of Faculty, reviews all application materials and makes recommendations to the Dean of Faculty. The committee of eight faculty includes three full-time faculty, three
part-time faculty, the Faculty Liaison (Professor Raja El Halwani, Department of Liberal Arts) and the Chair of Faculty (Associate Professor Jon Cates, Department of Film, Video, New Media, and Animation).

The Dean of Faculty will review all pertinent materials with the Chair of Faculty. Final decisions regarding promotion to Assistant and Associate Professor, Adjunct rank rest with the Dean of Faculty.

In May, decisions are announced to all candidates and departments and announced to the SAIC community at commencement.

**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.*

By December 15, nominations for Professor, Adjunct are made by the Department Chair/Director in consultation with the candidate for promotion. Nomination letters and application materials should be addressed to the Dean of Faculty and submitted to Molly Scranton, Associate Director of Faculty Affairs, at mscranton@saic.edu. Materials must be in digital format only (e.g. website, pdf, etc.).

Applications must include the following:

- Cover letter
- Resume/CV
- Documentation of professional work
- Materials as evidence of the candidate’s service to the department and/or the School (if applicable)
- Materials as evidence of the effectiveness and relevance of the candidate’s teaching as a “master teacher” (e.g. syllabi, teaching philosophy, evidence of involvement with student groups, etc.)
- Names and contact information for 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.
- Names and contact information for at least two regular, full-time faculty from SAIC who are in a position to comment on the candidate’s contributions as a “master teacher” to the institution. 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.

The Office of the Dean of Faculty will add course histories and evaluations from the last 3 years (Fall 2017 through Spring 2020) to each file after submission.

In January, the Dean of Faculty solicits letters of reference and adds them to the candidate’s file.

In February, the Full Professor Review Committee (made up of six Professors and one Adjunct Professor) reviews the files.

In March, the Full Professor Review Committee makes written recommendations 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 are announced to all candidates and departments and announced to the SAIC community at commencement.

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

Chair of Faculty and Associate Professor Jon Cates - Department of Film, Video, & New Media
jcates@saic.edu

Faculty Liaison and Professor Raja El Halwani - Department of Liberal Arts
rhalwani@saic.edu
Part-Time Faculty Senator and Assistant Professor, Adjunct, Joseph Belknap - Department of Contemporary Practices
jbelknap@saic.edu

Part-Time Faculty Senator and Professor, Adjunct, Rebecca Keller - Departments of Sculpture, Art History, Theory, & Criticism, and Art Education rkeller@saic.edu

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

Part-Time Faculty Senator and Associate Professor, Adjunct, Allie n Steve Mullen - Department of Art & Technology Studies smullen@saic.edu

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

Part-Time Liaison Representative and Associate Professor, Adjunct, Lorraine Peltz - Department of Arts Administration & Policy lpeltz@saic.edu