ASSOCIATE AND FULL PROFESSOR, ADJUNCT PROMOTION PROCESS
FOR ACADEMIC YEAR 2021-22

As you are aware from the email Provost Martin Berger and Interim Dean of Faculty Shawn Michelle Smith sent on November 2, 2021, during the 2021-22 academic year the Dean’s Office will not be accepting applications for promotion from Lecturer to Assistant Professor, Adjunct.

We are, however, accepting applications for promotion from Assistant Professor, Adjunct to Associate Professor, Adjunct and from Associate Professor, Adjunct to Full Professor, Adjunct. Note that this academic year, there will be no limit to the number of promotions available to Associate and Full Professor, Adjunct. Any adjunct faculty member meeting the criteria for promotion may be promoted this year. Successful candidates will be promoted effective in the 2022-23 academic year.

Please read carefully the details below regarding promotion eligibility criteria, procedures, and timetables for application submission and review. 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.

Criteria for promotion 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 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).

Additionally, please note that faculty who submit an application for promotion are not eligible to apply for a merit raise in the same year.

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

- Must Have Served A Minimum of Five Years as a Faculty Member in the Degree Program at SAIC at the Time of Application
- Must Demonstrate Teaching Effectiveness
- Must Have a Record of Professional Involvement (this will be emphasized in the review process)

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. 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, 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
- Must Demonstrate Excellence in Teaching

Benefits of Promotion to Professor, Adjunct
Professors, Adjunct receive an increased 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, 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.

Any Assistant Professor, Adjunct 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 December 15, 2021, applicants for promotion submit documentation to their 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
- Three Sample Syllabi
- Three Letters of Support, Either External or Internal

The departmental Administrative Director will add the course evaluations from the last three years (Fall 2018 through Spring 2021) to each file after submission for departmental review.

Before February 7, 2022, 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 8-9 for more details.

By March 1, each Department Chair submits a letter to the Dean of Faculty (in digital form) for each candidate that either recommends or does not recommend promotion of the candidate, along with the candidate’s application materials and course evaluations. 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, it must also be shared with the candidate.

The Department Chair’s letter to the Dean of Faculty should include who is in attendance at the meeting, the formal full-time faculty vote, the informal part-time faculty poll, a summary of the course evaluations, a general overview/summary of the department’s discussion of the candidate, and the Department Chair’s individual recommendation regarding the candidate. Because there are an unlimited number of promotions available to Associate Professor, Adjunct, departments are no longer required to rank candidates.

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 seven faculty includes the Chair of Faculty, three adjunct faculty at the rank of Professor or Associate Professor, Adjunct (normally current or recently elected part-time representatives), and three full-time faculty.

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.

In May, decisions are communicated to all candidates and departments, and promotions are announced to the SAIC community.
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, 2021, 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 Roth 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)
- Documentation to demonstrate the candidate's excellence in teaching (e.g. syllabi, teaching philosophy, evidence of involvement with student groups, etc.)
- History of courses taught
- 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 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 course evaluations from the last 3 years (Fall 2018 through Spring 2021) 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 five Professors and two Professors, Adjunct) 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 communicated to all candidates and departments, and promotions are announced to the SAIC community.
ELECTED FACULTY REPRESENTATIVES WHO CAN HELP WITH THE ADJUNCT PROMOTION PROCESS

Chair of Faculty and Associate Professor Shaurya Kumar - Department of Printmedia
skumar@saic.edu

Faculty Liaison and Professor Raja El Halwani - Department of Liberal Arts
rhalwani@saic.edu

Part-Time Faculty Senator and Professor, Adjunct, Rebecca Keller - Departments of Sculpture, Art History, Theory, & Criticism, and Art Education
rkeller@siac.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
smullen1@saic.edu

Part-Time Faculty Senator and Associate Professor, Adjunct, Rhoda Rosen – Departments of Art History, Theory, & Criticism and Visual and Critical Studies
rrosen1@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