

FULL PROFESSOR PROMOTION PROCESS FOR ACADEMIC YEAR 2022-23

The Office of the Dean of Faculty invites applications during academic year 2022-23 for tenured Associate Professors to be considered for promotion to the rank of Full Professor at the School of the Art Institute of Chicago. Approved promotions will become effective on August 16, 2023.

Nominations for promotion to Full Professor rank may be initiated through departmental recommendation or self-nomination. We are pleased to inform you that there will continue to be no limit on the number of promotions to Full Professor available.

Applicant materials are reviewed by members of the Full Professor Review Committee, composed of seven faculty appointed by the Faculty Contract and Tenure Review Board: five Full Professors on staggered, two-year terms and two Full Professors, Adjunct on a one-year term (applications for promotion to Full Professor, Adjunct are reviewed by this committee as well). The Chair of the committee transmits the committee recommendations 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.

Consideration for promotion 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, and can demonstrate excellence in teaching.

Please review the procedural guidelines for full professor promotion in the [Faculty Handbook](#) and [Faculty Handbook Supplement](#), which can be found on the [Faculty Dashboard](#) and is summarized below:

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

Overview of the Nomination Process for Promotion to Full Professor

Please note that the dates provided below aligns with the dates that appear in the Faculty Handbook.

By December 1, 2022, 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 a digital PDF file of materials compiled by the candidate with the following:

- **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 their 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 course evaluations from the last 3 years (Fall 2019 through Spring 2022) 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, 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 are communicated to all candidates and departments, and promotions are announced to the SAIC community.