

**The Office of the Dean of Faculty invites applications for tenured associate professors to be considered for promotion to the rank of full professor at the School of the Art Institute of Chicago, effective fall of 2020.**

Nominations may be initiated through departmental recommendation or self-nomination. In previous years there has been a limit on the number of full professor promotions available in a given year. We are pleased to inform you that those limits have been eliminated.

Applicant materials are reviewed by members of the Full Professor Review Committee, composed of seven appointed faculty: six full professors on staggered, two-year terms and one adjunct full professor on a one-year term (applications for promotion to adjunct full professor 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 recommendation is 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 be described as **significantly accomplished "Master" teachers**.

Please review the procedural guidelines for full professor promotion from the Faculty Handbook and Faculty Handbook Supplement, available for download from the [Faculty Dashboard](#) and summarized below:

Also, note that effective 2018-19, faculty are not eligible to apply for a merit raise in the same year that an application for a promotion is submitted.

**Overview of Nomination Process for Promotion to Full Professor**

*Please note that the dates provided below are the ones to follow, though some may differ from those that appear in the Faculty Handbook.*

- **By January 15**, 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 Academic Affairs, Molly Scranton at [mscranton@saic.edu](mailto: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.
  - **"Master Teacher":** Materials to support the effectiveness and relevance of the candidate's qualifications as a "master teacher." May include syllabi, philosophy of teaching, courses authored and offered, evidence of involvement with student groups, exhibitions, etc.
  - **Student Evaluations:** Student evaluations from the last three years (fall 2016 through spring 2019) will be made available to members of the Full Professor Review Committee by the Dean's Office.
  - **Service to the Department and the School:** Chronological overview of service including committee work, administrative responsibilities, roles in curricular development, etc.
  - **External Professional References:** Names and contact information for *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.
- **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 committee makes recommendations to the Dean of Faculty who then recommends to the Provost, President, and ultimately the Board of Governors.
- **In May**, decisions are announced to all candidates and departments.