

PROCESS FOR PROMOTION TO FULL PROFESSOR, ADJUNCT IN ACADEMIC YEAR 2022-23

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

Nominations for promotion to Full Professor, Adjunct rank are made by the Department Chair/Director, in consultation with the candidate for promotion. We are pleased to inform you that there will continue to be no limit on the number of promotions to Full Professor, Adjunct 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, Adjunct, have achieved a significant reputation (national or international) in their field, and can demonstrate excellence in teaching.

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.

Additional information about faculty ranks, eligibility, and the promotion process can be found in the [Faculty Handbook](#) and the [Faculty Handbook Supplement](#) which can be found on the [Faculty Dashboard](#).

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 PROFESSOR, ADJUNCT

- Must meet all of the eligibility criteria for Associate Professor, Adjunct, as follows:
 - 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
- Must have achieved a significant reputation in their field
- Must demonstrate excellence in teaching

BENEFITS OF PROMOTION TO PROFESSOR, ADJUNCT

Professors, Adjunct receive an increase to their 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 PROFESSOR, ADJUNCT

By December 1, 2022, 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. Please submit application materials in a single pdf format with a table of contents for easy navigation.

Applications must include the following:

- Cover letter
- Resume/CV
- Documentation of professional work
- Service (If Applicable): Materials as evidence of the candidate's service to the department and/or the School
- Teaching Excellence: Documentation to demonstrate the candidate's excellence in teaching (e.g. syllabi, teaching philosophy, evidence of involvement with student groups, etc.)
- External Professional References: Names and contact information of *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.
- SAIC References: Names and contact information of *at least two regular, full-time faculty at 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 history of courses taught and 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.

ELECTED FACULTY REPRESENTATIVES WHO CAN HELP WITH THE FULL PROFESSOR, ADJUNCT PROMOTION PROCESS

Shaurya Kumar – Chair of Faculty
Professor, Department of Printmedia
skumar@saic.edu

Adam Mack – Faculty Liaison
Associate Professor, Department of Liberal Arts
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Eileen Favorite – Part-Time Faculty Senator
Professor, Adjunct, Department of Liberal Arts
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Kelly Kaczynski – Part-Time Faculty Liaison Representative
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