

Faculty Evaluation Procedures for Promotion

I. General Guidelines

- A. General policies, procedures, criteria, and deadlines governing faculty promotions are outlined in the University Handbook. In addition, specific dates and deadlines pertaining to the promotions process are listed in the University's Calendar for Personnel Decisions developed annually by the Provost and Vice President for Academic Affairs.
- B. According to University and College guidelines, faculty under consideration for promotion must document their professional accomplishments in three major areas: 1.) teaching, 2.) scholarship and professional activity, and 3.) service. Therefore, each promotion applicant must prepare a comprehensive promotion application dossier to indicate how he/she meets the University's promotion criteria for the academic rank sought. The specific format of the promotion dossier is left to the discretion of the applicant. However, to document the scope and quality of their performance in teaching, College faculty are encouraged to develop a teaching portfolio prepared according to commonly accepted standards. Information on the preparation of teaching portfolios may be found in the following references:

Seldin, P. 1991. *The Teaching Portfolio: A Practical Guide to Improved Performance and Promotion/Tenure Decisions*. Bolton, MA: Anker Publishing Co., Inc.

Seldin, P. 1993. *Successful Use of Teaching Portfolios*. Bolton, MA: Anker Publishing Co., Inc.
- C. Each faculty member wishing to be considered for promotion in rank in a particular academic year should notify the Dean and his/her Department Chair of that intention as early as possible. Notification should take place no later than the time the faculty member procures the official promotion application form from the Office of the Provost and Vice President for Academic Affairs.

- D. College Promotions Committee will be formed under the following guidelines:
- a. The College Promotions Committee will consist of one member from each of the five departments within the Pott College of Science and Engineering.
 - b. Each Department will vote on their representative to the College Promotions Committee at the beginning of each academic year (August or September). Members of the College Promotions Committee must be tenured and hold rank of Associate Professor or Professor.
 - c. The College Promotions Committee shall exclude Department Chairs
 - d. If a member of the College Promotions Committee serves on an evaluatee's personnel committee, he/she must abstain from voting on that evaluatee.
 - e. At their first meeting, the College Promotions Committee will elect a chair amongst the five departmental representatives.
 - f. The College representative to the University Promotions Committee and Associate Dean will serve as ex-officio members of the College Promotions Committee.

II. Specific Guidelines

A. Promotion to Associate Professor

1. Since promotion from Assistant to Associate Professor is generally considered at or near the time the candidate is considered for tenure, the same personnel committee that performs annual reviews and the tenure evaluation will also evaluate the candidate for consideration of promotion (*See Faculty Evaluation Procedures for Reappointment and Tenure*). If a candidate seeks promotion from Assistant to Associate Professor at a time after consideration for tenure, the personnel committee will not be reconstituted. In this case, the candidate will be evaluated by the Department Chair, College Promotions Committee, and the Dean. These evaluations and the candidate dossier will be forwarded to the University Promotions Committee and Provost.
2. The personnel committee will examine the candidate's application dossier and will review the evaluatee's academic accomplishments in the areas of teaching, scholarship and professional activity, and service. Following this review, the personnel committee will forward its written evaluation and recommendation to the Department Chair who will provide an independent evaluation and recommendation. The Department Chair will forward all evaluations and recommendations to the Dean who will provide the information to the College Promotions Committee. The College

Promotions Committee will evaluate the candidate in the areas of teaching, scholarship and professional activity, and service and forward all written documentation to the Dean for consideration.

3. The personnel committee, Department Chair, and College Promotions Committee will each send a letter to the evaluatee to convey the evaluation results and the recommendations made to the Dean. If the candidate is being considered for tenure simultaneously with promotion, the results of both evaluation considerations may be incorporated in the same letter. The personnel committee, Department Chair, and College Promotions Committee will provide an opportunity for the candidate to discuss the evaluation results; however, meetings may not substitute for written evaluation letters. A copy of all letters to the evaluatee should be sent to the Dean for inclusion in the candidate's College personnel file. At the beginning of each academic year, the Dean will announce dates when committee and Department Chair evaluations and recommendations will be due.
4. The Dean will review the evaluatee in the areas of teaching, scholarship and professional activity, and service. In addition, the Dean will review all associated evaluations and recommendations, and determine whether or not the evaluatee should be recommended to the Provost and Vice President for Academic Affairs for promotion. The Dean will send a letter to the evaluatee to convey the results of his/her review and recommendations. A copy of the Dean's letter will be sent to the appropriate Department Chair. The Dean will meet individually with the evaluatee to discuss the overall evaluation.

B. Promotion to Professor

1. Faculty members wishing to be considered for promotion to the rank of Professor will be evaluated by the Department Chair, College Promotions Committee, and Dean.
2. The Department Chair will examine the candidate's application dossier and will review the evaluatee's academic accomplishments in the areas of teaching, scholarship and professional activity, and service. Following this review, the Department Chair will send a written evaluation and recommendation to the Dean for inclusion in the candidates' dossier.
3. The College Promotions Committee will examine the candidate's application dossier will review the evaluatee's academic accomplishments in the areas of teaching, scholarship and professional activity, and service. Following this review, the committee will forward its written evaluation and

recommendations to the Dean for consideration.

4. The College Promotions Committee and Department Chair will send a letter to the evaluatee to convey the evaluation results and the recommendations it has made to the Dean. The committee will provide an opportunity for the candidate to discuss the evaluation results; however, meetings may not substitute for the written evaluation letter. A copy of the committee's letter to the evaluatee should be sent to the Dean for inclusion in the candidate's personnel file.
5. The Dean will review the committee's evaluation and recommendations, and determine whether or not the evaluatee should be recommended to the Provost and Vice President for Academic Affairs for promotion. The Dean will also send a letter to the evaluatee to convey the results of his/her review and recommendations. A copy of the Dean's letter will be sent to the appropriate Department Chair. In addition, the Dean will meet individually with the evaluatee to discuss the overall evaluation.