

## APPLICATION FOR PROMOTION

### Submission Procedure:

A faculty member seeking promotion in rank initiates the procedure by submitting the required Promotion Application form with supporting materials and a Portfolio containing relevant documents to his/her Dean or school chairperson early enough so that the Dean or school chairperson can complete the evaluation and submit it, along with the Application and Portfolio, to the Provost and Vice President for Academic Affairs by **mid-October**.

Evaluations of the candidate by two peers are required, one peer to be chosen by the candidate and one by the administrative head of the academic unit. Each peer must submit his/her evaluation directly to the Provost and Vice President for Academic Affairs by **mid-October**.

The Provost verifies that official transcripts confirm the candidate's qualifications. The Provost then forwards the Application and Portfolio to the Faculty Personnel Committee for its consideration and recommendation. After deliberation, the Committee sends its report and recommendations to the Provost and Vice President for Academic Affairs who forwards the Application and Portfolio to the President along with the Provost's recommendation. The Provost notifies the candidate and the candidate's administrative head of the Provost's recommendation to the President.

The President of the University will make the final decision regarding promotion. The President will then inform the candidate of the decision regarding the promotion.

The application materials should include the following items.

1. A complete Promotion Application Form, with the professional vita placed first in the portfolio and organized as follows:

#### EDUCATION PROFILE

- A list of degrees attained beginning with the highest degree. Indicate institution, field of study, degrees attained and date. (*Official transcripts of all education credentials must be in the Office of the Provost before the Faculty Personnel Committee will consider an application.*)
- If actively engaged in a doctoral program, identify institution, field of study, date of expected completion and status of progress toward attainment of doctorate. (*Official verification of admission to a doctoral program must be on file in the Office of the Provost.*) Include a list of graduate courses completed and credit hours earned beyond the Master's degree that apply to the doctorate. Indicate institution, course title, graduate credits earned, and year completed. Include a letter from dissertation committee chair verifying satisfactory progress and expected completion date.
- If applicable, include a list of completed graduate courses not included in a doctoral degree program. Indicate institution, course title, graduate credits earned, and year completed.
- If applicable, include a list of other academic study completed for professional improvement. Indicate institution or organization, area of study, credits (if any) and dates/duration.

## EMPLOYMENT PROFILE:

- A list of full-time employment beginning with present position. (*Do not include graduate assistantships, fellowships, or internships*). Indicate employer, position/duties, and time spent in the position.
- If applicable, report professional part-time employment. Indicate employer, position/duties, and time spent in the position.
- If applicable, report other professional experience. Include consulting and grant experience, assistantships, fellowships, internships, etc. Indicate employer, position/duties, and duration of experience.

## PROFESSIONAL PERFORMANCE:

- Include a list of courses taught regularly. A representative sample of course syllabi may be included in the portfolio.
  - Include a list of courses taught occasionally.
  - Report other assignments included in faculty workload.
  - Include a description of any special efforts made to design new programs and courses, to improve your courses, your teaching methods, and your professional abilities since your last promotion.
  - Include a description of advising responsibilities. Indicate approximate number of advisees per year in each program area.
  - Report University Committee service. Indicate Committee, responsibility, and years served.
  - Report college and/or School Committee service. Indicate Committee, responsibility, and years served. Include Committee service in support of assessment or preparation for accreditation.
  - Identify any other extracurricular activities such as sponsoring or advising student organizations.
  - List memberships in professional associations. Indicate meetings attended, offices held or papers presented. Documentary evidence may be included in Portfolio.
  - Include a description of research and/or publication activity. Distinguish completed and/or published research and ongoing research activity. Documentary evidence may be included in Portfolio.
  - Include a description of public service activity. Identify state or local committees, public speaking opportunities, seminars or workshops conducted, awards, etc. Documentary evidence may be included in Portfolio.
- 2) An evaluation of the faculty member's performance by his/her Dean, Associate Dean, or Chair, which must include in-class observation. In-class observations must document the date and time of the observation, the course name, meeting place, and number of students in attendance.

- 3) An evaluation of the faculty member's performance by a colleague designated by the Dean, Associate Dean, or Chair, which must include in-class observation. In-class observations must document the date and time of the observation, the course name, meeting place, and number of students in attendance.
- 4) An evaluation of the faculty member's performance by a colleague designated by the applicant, which must include in-class observation. In-class observations must document the date and time of the observation, the course name, meeting place, and number of students in attendance.
- 5) A Portfolio containing documents relevant to consideration for promotion as described below. The following relevant materials are highly recommended to be included in an applicant's Portfolio as appropriate:
  - Evaluations of teaching completed by students;
  - Copies of merit evaluations;
  - A representative sample of course syllabi for courses taught;
  - Reprints of published articles, copies of conference programs listing papers presented or abstracts of papers presented;
  - Specialized course materials, particularly those that incorporate instructional technology (computer-based courseware, tutorials, laboratory exercises, etc.);
  - Evidence of involvement in curriculum development and/or accreditation activities;
  - Evidence of excellence in clinical, technical, or professional practice;
  - Evidence of professional recognition (teaching, research, professional service awards);
  - Record of instructional and research grants awarded;
  - Any additional material the faculty member may wish to submit.