

## **Department Chair's Responsibilities for Promotion to Full Professor Review**

Please adhere to deadlines presented below. The review process proceeds in an ordered sequence in which each step depends on the timely submission of material from the previous step. If an extension is necessary, please contact the FPC chair to make this request.

### **By September 1:**

- Solicit letters from people on candidate's "booster list," posted in candidate section in Interfolio. Responses are due back by October 1.
- Arrange for peer teaching observations. Two observers, one of whom should be the department chair and one of whom should be another tenured/senior colleague, should visit one class meeting (or laboratory or studio session) in *two different* courses. In other words, peer teaching evaluations should include a total of two class visits (one by each observer). In writing the report of the observations (to be uploaded by November 1), please follow the format described in the document entitled "Faculty Personnel Committee Guidelines to Department Chairs for Peer Evaluation of Teaching" (available on the Chairs' Moodle Site and on the Faculty Personnel Committee website).

### **By September 15:**

- Inform FPC if anything in evaluation file is incomplete or requires further discussion, including reviewing the list of external reviewers supplied by the candidate (in candidate section of Interfolio) and commenting if there is concern.
- Ensure that all tenured/senior members of the department begin review of the candidate's files through Interfolio. This includes reading all teaching evaluations, numerical summaries, and individual student comments, as well as reviewing the candidate's scholarship.

### **By October 1:**

- Conduct individual interviews with 12 on-campus students identified in a list generated by IR and posted to internal section of Interfolio. Interviews should be conducted in person, one student at a time, to protect the confidentiality of individual students and create an environment where they might speak freely. Summarize student comments in writing and upload this summary to Interfolio. (Please make a good faith effort to reach all students on the list, including sending an email and

several reminders, but department chairs are not expected to track down students who do not reply.)

- Meet with departmental student advisory or majors committee as a group. Integrate a summary of this meeting into departmental review letter. No student names should be used in the letter.
- Ensure that all booster letters have been received and uploaded into internal section of Interfolio.
- Arrange for candidate to meet with senior members of the department to discuss teaching, scholarship, and service, based on PAS and other materials in the evaluation file.
- Invite comments from untenured/junior tenure-track members of the department regarding their experiences with the candidate as a departmental colleague. Review documents are typically not shared with junior colleagues as part of the review process, and junior colleagues are not expected to evaluate either the quantity or quality of scholarly work. Comments on the part of junior members are *voluntary*.

**After October 15 and before March 1:**

- Upload both peer evaluations from classroom visits in the current semester to the internal section of Interfolio.
- Convene a meeting of tenured/senior members of the department to discuss candidacy and make a recommendation on tenure. If a tenured or senior member of the department is off campus and unable to participate fully in the review, that person may write directly to the Dean and FPC, noting the materials that were available for review. That senior faculty member may not cast a formal vote.
- Write a letter summarizing department recommendation, referring to available documentation, indicating number of members (without identifying them by name) for and against the candidate's promotion, and clearly articulating the chair's own recommendation. Ensure that departmental tenured/senior members read and sign the departmental letter, acknowledging that they concur with its accuracy in characterizing the process and departmental views. Acknowledgment of accuracy does not require agreement with chair's own recommendation. A senior member who does not agree that the letter is accurate may write a separate letter to FPC.

**By March 1:**

- Upload departmental letter to the internal section of Interfolio.
- *After uploading* the departmental letter to the internal section of Interfolio, provide

candidate with an electronic copy of the departmental letter and meet with the candidate to discuss the departmental recommendation (tenured/senior members of the department may also be included at the department chair's discretion).

- Provide FPC and the Dean with any other material that should be added to the evaluation file.