Candidate's Responsibilities for Promotion to Full Professor Review

Dates in this document are firm deadlines that should be met whenever reasonably possible. All affected parties should be informed in advance of any deviation from the deadlines, with appropriate reasons.

At the beginning of the academic year in which the promotion review takes place, the candidate will be invited to a required meeting with the department chair, FPC, and the Provost to go over procedures and criteria of evaluation.

A complete evaluation file for a faculty member's review for promotion to full professor will include the following items. All items that can be submitted electronically should be uploaded to Interfolio; items that cannot, such as physical books, should be sent to the Dean's Office. The faculty member is responsible for ensuring that the file is up to date and complete by September 15 (materials due September 1 will be reviewed by the Faculty Personnel Committee and finalized by this September date).

If at any point candidates believe there has been a procedural error in their review, they should bring this to the attention of the Provost immediately.

By September 1 (mandatory):

- Current Professional Activities Statement.

- Current curriculum vitae. Please include precise/complete citations for all scholarly work, including page numbers. Indicate which items are peer-reviewed, and explain your role in multi-authored items.

- Complete set of all published or completed work that is evidence of accomplishment in the area of scholarship since tenure. Items that cannot be submitted electronically should be submitted to the Provost's Office.

- Under the category "Previous Personnel Review Cycle Materials," upload the following:

  - All Professional Activities Statements since and including tenure.
  - All previous department chair evaluation reports and FPC review letters for each evaluation period since and including tenure.

- Sabbatical, leave-of-absence, and reassigned time applications and final reports, with the Faculty Personnel Committee's memos acknowledging those reports.

- A representative sample of scholarly work to be sent to the outside evaluators. General guidelines are as follows. Submit a maximum of 150 pages in total, although significantly less is typical in some fields. The selection often consists of either (i) a few chapters from a book or book manuscript, or (ii) 2-5 articles and/or book chapters.

However, every field is different, so it is recommended to consult with your FPC liaison for individual guidance.

- Annotated "outside evaluators list" of 8-10 people to comment on scholarship. Please see the *Academic Handbook*: (4.III.C.2.e).

    - We typically aim for a mix of reviewers from liberal arts colleges and research universities. This is not always possible.
    - We look for people who publish in the same or similar fields as you and who therefore can provide insight into the quality and contribution of the scholarship. If you work in more than one subfield, it is helpful if you can indicate what evaluators can best comment on which areas of your work.
    - Annotate your list with, for each potential evaluator: name, contact details including website if available, full title, brief description of research and evidence of scholarly accomplishment, description of any prior contact between you and the evaluator.
    - Rule out assistant professors, mentors, collaborators, graduate school classmates or teachers, personal friends, and anyone who has a stake in your career.
    - We also typically avoid editors of books or journals with whom you have published and professors emeritus.
    - It is often useful to discuss the list of evaluators with your FPC liaison.

- Annotated "booster list" of 6-8 people to be contacted by the department chair for comments. Booster letters from alumni are welcome, but it is not appropriate to solicit such letters from current students.

- Representative sample of course syllabi (two or three course syllabi from recent semesters, plus two or three more from previous years).

- Any other pertinent evidence of classroom methods and pedagogy. These belong in the same Interfolio category as syllabi and are optional.

- Grant applications and final reports to the Research and Development Committee and to outside agencies for support of study, travel, research, scholarship, patents, creative activity, course development, and other activities. (The word "optional" for this category applies only to the exceptional situation in which a candidate may not have these materials.)

- Evidence of scholarly activity. This category is optional, if items in the "published or completed work" category sufficiently represent scholarship.

- The "Miscellaneous" category in Interfolio is not only for items that don't fit under any other category but also to allow candidates to add materials later in the process, as other categories will be locked after the candidate submits the case to the department chair.

By September 15:

- Candidate certifies that the promotion file is complete and up-to-date. Candidate must click the SUBMIT button to pass the file on to the department chair. The promotion file will then be closed to the candidate, but the candidate may continue to add additional documents. It is recommended that you let your FPC liaison know when you add new items after the file is closed.

September-February:

- Candidate meets with FPC for PAS discussion. The Dean's Office will reach out to both candidate and chair to schedule these meetings.

- Candidate meets with senior members of the department to discuss teaching, scholarship, and service, based on the PAS and other materials in the evaluation file.

Between October and March 1:

- Is given a written copy of the chair's recommendation and is afforded an opportunity to discuss this with the chair.