

Department Chair's Responsibilities for Promotion to Full Professor Review

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

By September 1:

- Solicits letters from people on the "booster list." (Responses should be due back by October 1).
- Arranges for peer teaching observations. Two observers, one of whom should be the chair and one of whom should be another tenured/senior colleague, should visit at least one class meeting (or laboratory or studio session) in two different courses. The minimal expectation, then, is that there shall be a total of **two** class visits (**one** by each observer). In writing the report of the observations (due November 1), please follow the format described in the "Guidelines for Peer Evaluations" document on the FPC web page.

By September 15:

- Confirms that the evaluation file is complete and informs tenured/senior members of department that the evaluation file is available for review.
- Ensures that all tenured/senior members of the department begin review of the evaluation file for the candidate. This includes reading all teaching evaluations, numerical summaries, and individual student comments.

By October 1:

- Interviews the 12 on-campus students, summarizes their comments in writing, and submits this summary. This report should protect the confidentiality of individual students. (list generated by IR)
- Meets with departmental student advisory or majors committee; a written summary is included in the departmental letter of evaluation, protecting the confidentiality of individual students.
- Ensures that all booster letters have been received and submitted for inclusion in the review file.
- Arranges for candidate to meet with senior members of the department to discuss teaching, scholarship, and service, based on the PAS and other materials in the evaluation file.
- Invites comments from untenured/junior tenure-track members of the department regarding the candidate. Comments on the part of junior members are *voluntary*. The candidate's curriculum vitae and examples of scholarship (minimally those available to outside evaluators) should be available to junior members of the department; making the PAS available is at the option of the candidate.

After October 15 and before March 1:

- Ensures that both peer evaluations from classroom visits have been submitted.
- Convenes a meeting of tenured/senior members of the department to discuss candidacy and make a recommendation on promotion. 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 Provost and FPC, noting the materials that were available for review. That senior faculty member may not cast a formal vote.
- Writes a letter summarizing the department recommendation, referring to available documentation, indicating the number of members (without identifying them) for and against the candidate's promotion, and clearly articulating the chair's own recommendation.
- Ensures 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:

- Submits the departmental letter to the evaluation file.
- **After** submitting the departmental letter to evaluation file, the department chair gives the candidate a copy of the departmental letter and meets with the candidate to discuss the departmental recommendation (tenured/senior members of the department may also be included at the department chair's discretion).
- Provides FPC and the Provost with any other material that should be added to the evaluation file.