

Department of Integrative Biology Promotion from Associate to Full Professor

Approved by the department executive committee on 11/9/2021

The Department of Integrative Biology has established the following procedures in accordance with of the Faculty Policies and Procedures (FPP) PROMOTION FROM ASSOCIATE PROFESSOR TO PROFESSOR (Section 7.16).

Reviews and recommendations to the Dean for possible promotion from Associate Professor to the rank of Full Professor are conducted by the full professors in the department. Only full professors in the department may consider associate professors for promotion. A minimum of three professors are required for the Council of Full Professors or equivalent body. Others may vote on promotions, but their votes are advisory (Faculty Policies and Procedures [FPP] 7.16.B.1).

Associate professors typically will be considered for promotion at the time of their first post-tenure review (performed in the fifth year). Department chairs will consult with the appropriate Associate Dean about possible promotions before the formal documentation is sent to the Dean. This is especially the case in which a candidate has fewer than five years in rank, or in cases where additional documentation may be deemed appropriate. Promotion is not based on seniority, but the earlier the promotion, the greater is the department's burden to make the case that the candidate's record *in rank* justifies promotion. If promotion is not sought or granted at that time, the department chair and associate professor should agree upon a time for reconsideration not to exceed five years. If no agreement is reached, the reconsideration will happen once annually (FPP 7.16.C.2).

If an associate professor being considered for promotion has a joint appointment, the department designated as the principal sponsor of the appointment will take the primary role in the evaluation process. The involvement of other department(s) in the review should follow the process outlined in the faculty member's appointment letter or other agreement between the departments.

Associate professors are afforded due process, reconsideration, and appeal of negative decisions. The department follows the process for reconsideration and appeals found in Faculty Policies and Procedures (FPP 7.16.D). This includes a reconsideration meeting with the Council of Full Professors and appeal to the Committee on Faculty Rights and Responsibilities (CFRR).

Decisions about promotion to full Professor are made by the Dean and do not require review by the Divisional Committee. However, the departmental review and supporting documents should be similar in intent, though not necessarily in length, to those employed in a tenure recommendation.

Documentation to be provided to the Council of Full Professors should include:

- **A complete, updated vita**
- **Documentation of contributions to research and scholarly productivity** since promotion to tenure, including a narrative analysis of the candidate's research contributions which is intelligible to a reader not in the candidate's specialty. Includes, but is not limited to:
 - Papers published, in press, and manuscripts submitted
 - Peer-reviewed articles, chapters, and conference papers
 - Monographs, textbooks, and edited volumes published with a major press
 - Open-source databases, online tools, multimedia productions, and other networked, digital resources related to scholarship
 - Applications for grants and grants awarded for research support

- Awards recognizing research contributions
- Invited and contributed talks and lectures on research
- **Documentation of teaching performance and other contributions to instructional effort** since promotion to tenure. Includes, but is not limited to:
 - Courses taught and number of students in each course
 - Graduate and undergraduate students supervised, and post degree training appointees
 - Number of Masters and Ph.D. theses completed and participation in preliminary and final (M.S. and Ph.D.) examinations
 - Time spent advising students
 - Letters of recommendation written for undergraduate and graduate students
 - Teaching innovation, especially new course development, new modes of delivery, attention to grade gaps, improved assessment of student learning, or revised curricula
 - Application and grants awarded for instructional innovation or improvement
 - Awards recognizing teaching contributions and excellence
- **Documentation of service and outreach** since promotion to tenure. Activities should be based on professional expertise. Includes, but is not limited to:
 - Departmental, college, and campus committees
 - Presentations and publications for a broad non-specialist audience and/or local groups
 - Participation in local, state, and national professional associations and societies
 - Planning of national and international symposia
 - Reviews of manuscripts for refereed journals and of research proposals for funding agencies
 - Editorships
- **The Department of Integrative Biology requires 5 outside letters.** The associate professor will provide a list of evaluators for department consideration. The department will also provide evaluators not on this list. These are confidential letters provided by evaluators not directly collaborating or standing to gain from the promotion (i.e., reviewers should be at “arm’s length”). Requests for letters will be sent by the chair or department administrator.

The Council of Full Professors will meet to discuss and vote on the advancement of associate professors to the rank of professor. **The vote is based on the record of scholarly work (in teaching, service, outreach/extension and research/scholarly productivity), and is not taken solely for reasons of salary, status, or retention, or years of service.**

Once the vote has been taken, **the faculty member shall be notified of the decision by the department chair in writing** within five business days of the decision. If the decision is adverse, reasons for the decision will be included.

A Council of Full Professors recommendation of promotion to professor shall be transmitted in **a cover letter along with the above documentation** by the department chair to the dean. The dean will then follow the process for approval or denial of promotion recommendations as outlined by school/college policy. **Recommendations for promotion, with supporting materials, should be submitted to the Dean for review not later than March of each year for promotions intended to take effect in the following budget year** which typically take effect on July 1 for faculty on 12-month appointments and at the start of the contract year in August for faculty on 9-month appointments.