General Process for Candidates Seeking Promotion to Full Professor

As noted in our Statement of Promotion and Tenure to the Library Faculty at UIUC, successful candidates for promotion from associate to full professor demonstrate fulfillment of the promise recognized when they were promoted to (or hired as) an associate professor. This is a process that takes time and dedication, in usual circumstances a minimum of six years after promotion to associate professor, though it will often take longer. The following outline of activities, covering the three years immediately preceding consideration for promotion, is suggested for those tenured individuals seeking promotion from Associate Professor to Full Professor to improve the likelihood of success. At the minimum, it is required that a letter of intent to seek promotion to full professor be submitted to the University Librarian stating the candidate’s intent for consideration for promotion, a preferred timeline for consideration, and whether or not they wish to be assigned a mentoring committee (PMC) as part of the process.

**Suggested Three-Year Timeline**

The *suggested* period for the review process is three years, although this is adaptable to individual cases. This period can be shortened or lengthened as the candidate deems necessary and appropriate. It is suggested that any Associate Professors seeking promotion to Full Professor follow the procedure of working with a Peer Mentoring Committee to assist in evaluating readiness.

**Year One (Fall) suggested**

1. Candidate notifies the University Librarian of intent.
2. University Librarian appoints up to two Full Professors to discuss and consult with candidate (mentoring role).
3. Mentors meet regularly with candidate at candidate’s discretion to develop full dossier.

**Year One (Spring) suggested**

1. Mentors continue to meet regularly with candidate at candidate’s discretion to develop full dossier.
2. Full Professor membership of FRC, PTAC, and EC evaluate candidate’s draft dossier and provide feedback to candidate and UL.

**Year One (Summer) suggested**

1. Candidate modifies dossier as per feedback.

**Year Two (Spring) suggested**

1. Mentors continue to meet regularly with candidate at candidate’s discretion to develop full dossier.
2. Full Professor membership of FRC (at least 3 members) evaluate candidate’s draft dossier and provide feedback to candidate and UL. Should there not be sufficient full professor
membership of FRC to complete the review, a separate committee comprised of full professors will be appointed by the University Librarian, potentially different committees for different candidates to account for conflicts of interest.

**Year Two (Summer) suggested**

1. Candidate modifies dossier as per feedback

**Year Three (Winter) REQUIRED**

1. Candidate considers all feedback and decides whether or not she/he wants to request an extension to the process (can be one to three years).
2. If candidate decides to move forward in the current process, candidate submits a letter of intent, the most recent copy of the dossier, a c.v. and four (4) suggested external referees (including bios) and three (3) suggested internal referees to their division coordinator.
3. Candidate, in consultation with their PRC, submits three (3) to five (5) publications to be sent out for review to the Office of the University Librarian.

**Year Three (Spring) REQUIRED**

1. Division Advisory Committee (or other membership as stipulated by each division’s bylaws) reviews candidate’s list of internal and external reviewers and provides divisional list of an additional four (4) suggested external referees (including bios) and three (3) suggested internal referees which is then submitted to the Office of the University Librarian. For librarians not assigned to a division (e.g. AUL’s), the Executive Committee assumes the role of the division in putting forward names.
2. EC reviews and selects internal and external referees. The Office of the University Librarian sends letters and associated publications to the final list of reviewers.
3. Candidate submits full (draft) dossier and Annual Report Cover Sheet to FRC as part of the annual review process.
4. UL and EC appoint a paper preparer and paper editor.

**Year Three (Summer) REQUIRED**

1. Candidate works with paper preparer and paper editor to refine dossier.

**Year Three (Fall) REQUIRED**

1. In September, the full professor membership of FRC and PTAC review the candidate papers and vote on the merits of the case. Should there not be sufficient full professor membership of FRC and PTAC to complete the review, separate committees comprised of full professors will be appointed according to the Library bylaws, with potentially different committees for different candidates to account for conflicts of interest.
2. Vote results and recommendation are then forwarded to the UL/EC for action.