Process for Candidates Seeking Promotion to Full Professor

As noted in our *Statement of Promotion and Tenure*, successful candidates for promotion from associate to full professor fulfill the promise recognized when they were promoted to (or hired as) an associate professor. This is a process that takes time and dedication, typically a minimum of six years after promotion to associate professor.

Accordingly, it is strongly suggested that any Associate Professors seeking promotion to Full Professor request the appointment of a Peer Mentoring Committee (PMC). The PMC, which can be requested at any time after promotion to associate professor, will help the candidate prepare a strong case for promotion, with a series of informal reviews leading forward to the formal review process. The suggested preparation period is three years, although this can be shortened or lengthened as deemed necessary and appropriate.

At the minimum, ALL candidates must do two things before a case can be formally developed and considered through the FRC, PTAC, and Campus promotion process:

1. Submit a letter of intent to seek promotion to full professor to the University Librarian, in November of the year prior to the case being developed.
2. Have their case informally reviewed by an ad hoc committee consisting of two or more full professors, appointed by the University Librarian. The ad hoc committee will make a recommendation concerning the candidate’s readiness to have their case considered.

**Timeline and Process Overview**

**Informal Review**

1. In October, the candidate notifies the University Librarian of intent to seek promotion to full professor. Typically, this will be three years before a proposed formal review.
   a. If the candidate does not already have one and wishes to request the appointment of a PMC, University Librarian appoints two full professors to this role, with the advice of EC or others deemed appropriate.
      i. PMC meets regularly with the candidate to develop and provide feedback on dossier and progress.
      ii. The above process repeats annually, with informal reviews completed at the candidate’s request and supplementing the mentoring provided by PMC.
   b. The case for promotion is informally reviewed by an ad hoc committee:
      i. Candidate submits draft promotion dossier (including statements in sections III, IV and V) to University Librarian.
      ii. University Librarian appoints two or more Full Professors to evaluate the case and to provide a written recommendation concerning the candidate’s readiness.
c. If the recommendation/decision is to proceed, move along to step 2 below.
d. If the decision is not to proceed, the yearly process continues at the discretion of
   the faculty member, preferably with the appointment of PMC.

Formal Review

2. No later than December 1, the candidate:
   a. Notifies University Librarian of formal intent to seek promotion.
   b. Submits the most recent dossier including an updated research statement, a c.v.
      and five (5) suggested external referees (including bios) and three (3) suggested
      internal referees to their division coordinator.
   c. In consultation with their PMC, submits three (3) to five (5) publications to be
      sent out for review to the Office of the University Librarian.

3. In December: 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 five (5) 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. AULs), the
   Executive Committee assumes the role of the division in putting forward names.

4. In January:
   a. EC reviews and selects internal and external referees.
   b. The Office of the University Librarian sends letters and associated publications to
      the final list of reviewers.

5. UL and EC appoint a paper preparer and paper editor.

6. In Spring and Summer: Candidate works with the paper preparer and paper editor to
   refine dossier.

7. In September, the case is evaluated by specially appointed full professor FRC and PTAC
   Committees, as stipulated in the Library bylaws. Different committees may be appointed
   for different candidates to account for conflicts of interest.

8. Chairs of FRC and PTAC forward recommendation to the UL for action.

updated 10/19/2019 by Chris Prom, reviewed by Executive Committee