

GUIDELINES FOR PROMOTION OF ASSOCIATE PROFESSORS

The Full Professors of the Chemistry Department have a responsibility to encourage and facilitate the development of faculty in the rank of Associate Professor. Part of this responsibility includes an active program for the evaluation of faculty progress towards promotion to the rank of Full Professor. The Full Professors of the Department have drawn up the following guidelines for such promotional considerations.

- 1) Consideration of the potential promotion of any current Associate Professor to the rank of Full Professor can be initiated by any current Full Professor or by request of the Associate Professor. Such nominations or requests should be initiated by July 1 of any particular year to ensure that the promotion, if recommended by the Department, approved by the Dean and Provost, and awarded by the Chancellor is effective by the beginning of the following academic year.
- 2) The Chair will convene the Full Professors to consider all such requests or nominations. This consideration will require a complete nomination package, including an up-to-date CV, a complete list of publications, a summary of research and teaching achievements, a summary of current research and future research directions, and a complete funding history.
- 3) The Chair will provide a brief written summary of the deliberations of the Full Professors to the candidate and will indicate whether the Full Professors recommend solicitation of outside referees as to the appropriateness of promotion.
- 4) If the Full Professors and the Associate Professor wish to proceed with the solicitation of external letters, the Chair will appoint a Promotion Committee. The Committee will solicit the names of not more than six external referees (not to include mentors) from the candidate. The Committee will compile a list of external referees, which will include at least half of those proposed by the candidate and at least an equal number of referees not taken from the candidate's suggestions. The Committee will submit this list to the Chair, who will then write to solicit the evaluations of the external referees.
- 5) If an Associate Professor wishes to proceed with the solicitation of external letters, against a recommendation by a majority of the Committee of Full Professors, the case will be referred to the Dean of the Faculty of Arts and Sciences, who will make a final decision as to whether outside letters should be sought.
- 6) The Promotion Committee will evaluate the response of the external referees and submit a written recommendation to the Full Professors, who will then formulate a recommendation to be transmitted to the Dean of the Faculty of Arts and Sciences by the Department Chair.
- 7) Associate Professors will not normally be considered for promotion to the rank of Full Professor until they have been in rank for three years, and, if their nomination or request for promotion is denied, they will not normally be reconsidered for promotion for another three years.