

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. Respond to the University Librarian call for interest and request informal review of their case by an ad hoc committee consisting of two or more full professors appointed by the University Librarian.
2. Submit a formal letter of intent to seek promotion to full professor to the University Librarian in November, following the report of the ad hoc committee but not dependent on the recommendation.

Timeline and Process Overview

Peer Mentoring Committee (optional)

If the candidate does not already have one and wishes to request the appointment of a Peer Mentoring Committee (PMC), the University Librarian appoints two full professors to this role, with the advice of EC or others deemed appropriate. Typically, this will be three years before the ad hoc review is requested, and the PMC request can take place at any point throughout the year.

1. PMC meets regularly with the candidate to develop and provide feedback on dossier and progress.
2. The above process repeats annually, with written reviews completed at the candidate's request and supplementing the mentoring provided as part of this process. Written reviews are for the sole benefit of the candidate, and are not submitted to the University Librarian or review committees.

Ad Hoc Review

Following the master calendar, the University Librarian sends out a call for interest in promotion to full professor in early October, and candidates have one week to notify the University Librarian of intent to seek promotion to full professor and provide the necessary documents.

1. The case for promotion is informally reviewed by an ad hoc committee:
 - a. Candidate submits draft promotion dossier (including summaries and/or statements in sections III, IV and V) to University Librarian.
 - b. University Librarian appoints two or more Full Professors to evaluate the case and to provide a written recommendation concerning the candidate's readiness by early November.
2. If the recommendation is to proceed, move to the formal review process below.
3. If the recommendation is not to proceed, the candidate may continue to the formal process at their own discretion or may request the appointment or continuation of a PMC.

Formal Review

The formal review process follows the master calendar, and whenever possible coincides with the process for promotion and tenure from Assistant to Associate.

1. The candidate:
 - a. Notifies University Librarian of formal intent to seek promotion.
 - b. Submits a current dossier, updated c.v., and five (5) suggested external evaluators (including bios) and three (3) suggested internal evaluators to their division coordinator.
 - c. In consultation with their PMC (if applicable) or division coordinator, submits three (3) to five (5) publications to be sent out for review to the Office of the University Librarian.
2. 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 evaluators (including bios) and three (3) suggested internal evaluators, 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.
3. As part of the overall promotion and tenure process:
 - a. EC reviews and selects final internal and external evaluators.
 - b. The Office of the University Librarian sends letters and associated publications to the final list of reviewers.
 - c. UL and EC appoint paper preparers and paper editors.
 - d. In Spring and Summer: Candidate works with the paper preparers and paper editors to refine dossier.

- e. In the fall, 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.
- f. Chairs of special FRC and PTAC forward recommendation to the UL for action.

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

updated 11/7/2022 by Mary Laskowski, Chris Prom, Jennifer Teper and Nancy O'Brien for clarity and to rectify discrepancies with the master calendar