

Promotion to Full Professor:

Timeline and Procedures for the SOFAS, Full Professor Candidate, Unit Chair, Committee of Six Full Professors Chair, Dean, Provost, and Chancellor

Legend (the person responsible for the action(s) required in each bullet point below is highlighted as follows):

SOFAS

Unit Full Professor Executive Committee Chair (Chair of the Unit if they have the rank of Full Professor, otherwise an Executive Committee Chair must be determined)

Full Professor Candidate

Dean of the College

Committee of Six Full Professors Chair

Provost

Chancellor

April

- **SOFAS** sends out an email requesting all Associate Professors who are considering going up for promotion to Full Professor the following academic year to contact the SOFAS Office; this is not a commitment; it simply allows SOFAS to put the faculty member on the “promotion radar.”
- **The Committee of Six Full Professors** prepares the “Guidelines for the Preparation of Materials in Support of Candidates for Promotion to Full Professor Rank” memo (found on the SOFAS website) for Associate Professors wishing to be considered for promotion to Full Professor.

May

- If the Unit is small and does not have a minimum of three Full Professors, the **Unit Full Professor Executive Committee Chair** (usually the Unit Chair, if the Unit Chair has the rank of Full Professor) will invite a Full Professor(s), in consultation with the appropriate Dean(s), from related interdisciplinary units to be part of the professorial committee.

Summer

- **Full Professor Candidate** creates their Promotion File (see specifics in the Faculty Handbook (<https://www.uwgb.edu/UWGBCMS/media/sofas/rules/facultyhandbook.pdf>) under the section entitled “Criteria and Procedure for Promotion to Full Professor” under “Faculty Policies: Personnel Policies”). More specifics are found in an open letter from

the Committee of Six Full Professors to candidates seeking promotion to Full Professor at (<https://www.uwgb.edu/UWGBCMS/media/sofas/forms/Template-Guidelines-PrepMaterials-for-FullProfessorReview-2023.pdf>). The Promotion File includes:

- a) Current Curriculum Vitae
- b) Most Recent PAR
- c) Personal Statement/Narrative – includes an overview for each area to be evaluated:
 - Evidence of Quality Teaching
 - 1) A constructive (or reflective) self-evaluation (usually as an introductory narrative);
 - 2) A sequential summary of student evaluations of a reasonable sample of courses over a period of time, e.g., four to seven recent years;
 - 3) Evaluations from colleagues with a sound basis for analysis, e.g., from team teaching, classroom visitation, and merit reviews;
 - 4) Current course syllabi, reading lists, handouts, examinations, assignments, and related materials, in addition to a narrative describing teaching techniques (especially those considered innovative and/or interdisciplinary);
 - 5) Other evidence of quality teaching, e.g., advising, independent and other guided studies, internships, thesis supervision, or students' success after graduation; and
 - 6) Evidence of continuing professional development in pedagogy, e.g., course development and implementation or teaching improvement grants.
 - Evidence of Significant Scholarship
 - 1) A constructive (or reflective) self-evaluation (usually as an introductory narrative);
 - 2) A description of the journals and other media through which the candidate's work has been published--their nature, reputation, and review process (editorial, refereed, invited, proceedings, acceptance/rejection rates);
 - 3) A list and copies of published articles or documentation of creative work;
 - 4) Separate lists and copies of published books, monographs, and book reviews;
 - 5) A list (and, where appropriate, copies or abstracts of) scholarly papers presented at conferences, again with an indication of the selection process or significance;
 - 6) Grant activity in support of scholarly or creative work; and/or
 - 7) Lists of shows, exhibits, and performances, with clear documentation regarding the selection process (an acceptance rate in a specific category(ies) entered, evaluation standards, professional status of these activities).

- Evidence of Engaged Community and University Service
 - 1) A constructive (or reflective) self-evaluation (usually as an introductory narrative);
 - 2) A list of all administrative and governance assignments and evidence of the activities undertaken by the candidate in these roles and their impact on the institution;
 - 3) A list of other institutional service such as preparing institutional grants, organizing conferences, working with student organizations, curriculum and program development;
 - 4) A list of activities which apply the candidate's professional expertise outside the institution at the local, state, national, or international levels;
 - 5) A description of the nature of these professional activities, scope of work, and time required; and
 - 6) Evidence of the impact of the candidate's professional service to the community, e.g., letters, awards and recognition of professional service.

Suggestion for the **Full Professor Candidate** – ask a member from your Unit who has recently been promoted to Full Professor if you may examine their narrative.

- d) External Review Letters – **Full Professor Candidates** must provide documentation of their extra-university professional reputation through letters from leaders in the field outside UW-Green Bay. Optimally, letter writers should have minimal direct, personal affiliation with the candidate. Such letters should be solicited by the Chair of the Unit's Full Professor Executive Committee, based on names provided by the Full Professor Candidate. When the Chair of the Unit's Full Professor Executive Committee receives the external review letters, they should upload the letters to the Candidate's TEAMS Channel.
 - e) Evidentiary File – includes materials from the **Full Professor Candidate's** time as a faculty member at UWGB that support their case for the Rank of Full Professor; divide these materials into four categories: teaching, scholarly activity, service (institutional development and community outreach), and external review letters.
- **SOFAS** will create a separate TEAMS channel for every Full Professor Candidate. All of the Full Professor candidate's documents (a-e above), in electronic form, will be uploaded to the TEAMS channel by the Full Professor candidate. The Unit's Full Professor Executive Committee, the candidate's Dean and Associate Dean(s), the members of the Committee of Six Full Professors, the Provost, and the Chancellor will be granted access to the candidate's TEAMS Channel.
 - The Committee of Six Full Professors requests the candidate's electronic dossiers have a linked table of contents and hyperlinks within the narrative pointing to the supporting materials in the rest of the dossier. According to the Committee of Six, Acrobat DC

makes this a fairly easy thing to do. If the candidate cannot manage this on their own, they should be strongly encouraged to ask for help.

September

- **Unit's Full Professor Executive Committee Chair** requests a minimum of three (maximum of six) letters of recommendation from external sources (see "e" above). The Unit's Full Professor Executive Committee Chair should upload the letters to the Candidate's TEAMS Channel.

September/October

- **Full Professor Candidate** uploads to their TEAMS channel electronic files for each of the following:
 - Current Curriculum Vitae (CV) (cc: the ADA of the Unit)
 - Current PAR (cc: the ADA of the Unit)
 - Personal Statement/Narrative (cc: the ADA of the Unit)
 - Evidentiary File (cc: the ADA of the Unit)
 - NOTE: After the Full Professor Candidate's review by their Unit's Full Professor Committee, the candidate may revise their Personal Statement/Narrative, CV, PAR, and evidentiary file up to the point when the Dean of the College requests a recommendation from the Committee of Six Full Professors (cc: SOFAS – if any of these documents were revised). The Dean requests a recommendation from the Committee of Six one week after the Unit review.

October

- **Unit's Full Professor Executive Committee Chair** sends the notice of Unit review to the Full Professor Candidate setting the date of the review (cc: SOFAS) [Template Letter is available on SOFAS website]; a minimum of 20-day notice prior to the review is required
- If a 20-day notice is not given, the **Full Professor Candidate** must formally waive their right to a 20-day notice
- **Unit's Full Professor Executive Committee Chair** asks the Academic Department Associate (ADA) to send a request to SOFAS making sure the Unit's Full Professor Executive Committee has access to the Full Professor Candidate's TEAMS Channel two weeks prior to the scheduled Program Review.

Early November (Deadline 3 November 2023)

- **Unit Executive Committee Chair** submits a recommendation letter to the Dean summarizing the comments of the Unit's Full Professor Executive Committee regarding the candidate's teaching, scholarship, and service record, and external review letters, and expressing the Unit's recommendation on promotion to Full Professor (cc: SOFAS) [Template Letter is available on SOFAS website].

Mid-November (Deadline 17 November 2023)

- **Dean of the College** sends a letter to the Committee of Six Full Professors Chair (cc: SOFAS) asking the Committee for their recommendation on the Associate Professor candidate seeking promotion to Full Professor [Template Letter is available on SOFAS website].
- NOTE: Once the Dean of the College requests a recommendation from the Committee of Six, the Full Professor Candidate may no longer make any changes to their Promotion File.

Late November or Early December

- **Committee of Six Full Professors Chair** sends the Notice of Full Professor Review letter to the Full Professor Candidate setting the date for the review (cc: SOFAS) [Template Letter is available on SOFAS website]; a minimum of 20-day notice prior to the review is required.
- If a 20-day notice is not given, the **Full Professor Candidate** must formally waive their right to a 20-day notice via an email to the Committee of Six Full Professors Chair (cc: SOFAS).
- **SOFAS Office** will ensure all members of Committee of Six Full Professors have access to the Full Professor's materials stored on their TEAMS Channel.

Late January (Deadline 19 January 2024)

- **Committee of Six Full Professors Chair** submits a letter to the Dean (cc: SOFAS) summarizing the comments of the Committee of Six Full Professors regarding the candidate's teaching, scholarship, and service record, and external review letters, and expressing the Committee's recommendation on promotion to Full Professor [Template Letter is available on SOFAS website].
- **SOFAS Office** will ensure the Dean has access to the Full Professor Candidate's materials stored on their TEAMS Channel.

Late February (28 February 2024)

- **Dean of the College** submits their Full Professor recommendation to the Provost (cc: SOFAS) [Template Letter is available on SOFAS website].
- **SOFAS Office** will ensure the Provost has access to the Full Professor Candidate's materials stored on their TEAMS Channel.

Late April (Due 28 April 2024)

- The **Chancellor** in consultation with the **Provost** submits their tenure recommendation to the Board of Regents (cc: SOFAS and the Full Professor candidate).

Early June

- **Board of Regents** approve promotion, which becomes effective in August of the new academic year when faculty are back under contract.

List of Full Professor Documents to be Submitted to SOFAS (and Who is Responsible for their Submission):

- Most Current Professional Activities Report [PAR] (**Tenure Candidate**)
- Professional Narrative, original (**Tenure Candidate**)
- Professional Narrative, if revised after Unit Review (**Tenure Candidate**)
- Curriculum Vitae (**Tenure Candidate**)
- Notice of Program Review (20-Day Notice Required) (**Program Chair**)
- Waiver of 20-Day Notice of Program Review, if applicable (**Tenure Candidate**)
- Recommendation from the Program Review to the Unit Chair (**Program Chair**)
- Notice of Unit Review (20-Day Notice Required) (**Unit Chair**)
- Waiver of 20-Day Notice of Unit Review, if applicable (**Tenure Candidate**)
- Recommendation from the Unit Review to the Dean (**Unit Chair**)
- Dean's Letter requesting a Recommendation from the Personnel Council (**Dean**)
- Notice of Personnel Council Review (20-Day Notice Required) (**Personnel Council Chair**)
- Waiver of 20-Day Notice of Personnel Council Review, if applicable (**Tenure Candidate**)
- Recommendation from the Personnel Council Review to the Dean (**Personnel Council Chair**)
- Dean's Recommendation to the Provost (**Dean**)
- Provost's Recommendation to the Chancellor (**Provost**)
- Chancellor's Recommendation to the Board of Regents (**Chancellor**)