

## **CHECKLIST FOR FACULTY BEING REVIEWED FOR PROMOTION TO FULL PROFESSOR**

The information given here -- based on *ARTICLES OF GOVERNMENT* -- is intended as a guide to the Reappointments and Promotions (R&P) process **but does not serve as a substitute for legislation. Please refer to Book I, Article IX, for FACULTY APPOINTMENT POLICIES.** Non-tenure track appointments are not subject to these procedures.

Ordinarily, review for promotion to full professor occurs in the spring of the seventh year as associate professor. Please note that the R&P Committee should notify the Provost/Dean of the College (not the CFA) if there is to be a candidate for early, sixth-year promotion to full professor. Notification should be sent by **October 15** of the academic year in which the candidate's early promotion case will be considered. It is strongly recommended that the R&P Committee meet with the Provost/Dean of the College *prior to submitting this notification* to discuss the case and to understand clearly the standards for early promotion.

### **(1) List of Nominators**

**Deadline: November 15\***

In conjunction with their R&Ps, candidates should develop a list of **four** senior specialists from the larger field in which their area of expertise is located. These individuals will serve as nominators, and will be contacted to suggest other senior scholars who would be appropriate evaluators of the candidate's work. **For promotion cases, all nominators should be tenured full professors or the equivalent.** Co-authors, co-editors or dissertation advisors should not be suggested. In the interest of propriety and fairness, we ask that candidates and R&Ps refrain from contacting the nominators.

By the deadline, candidates should provide the following materials by email to Jen Ellis, Assistant Provost for Faculty Appointments and Governance ([jellis5@wellesley.edu](mailto:jellis5@wellesley.edu)):

- The names of **four** nominators, as well as their titles, affiliated institutions, telephone numbers, and e-mail addresses. Please also provide a brief description of why each person is an appropriate nominator, and note any personal or professional relationship.
- The names of your dissertation advisor and other members of the dissertation committee
- An alphabetical list of any co-authors and co-editors, if applicable
- The names of any individuals who you would like to exclude as evaluators
- An annotated list of the publications that you plan to submit for review, in Word format. This list will be shared with the nominators and potential evaluators, in order to help identify appropriate evaluators of your work.
  - The list should include: the date and place of publication or the status if the work is not yet published (e.g. submitted, in press), the page count, and a one to two sentence synopsis
  - For co-authored work, please include the names of any co-authors, as well as a description of your role in the work that led to publication

R&P chairs should also provide a signature page confirming that the R&P has approved of the list of nominators.

## (2) Submission of Materials

**Deadline: January 15\***

*For outside evaluators:*

- Detailed list of submissions for outside evaluators, including publication titles
- Research statement situating your work in the field (this typically will be more detailed than the description of your research in your personal statement, as the research statement is meant for experts)
- Curriculum vitae
- All publications and/or other creative work to be considered for review
  - **Materials sent out for external evaluation as part of the tenure review are not ordinarily provided or counted for promotion review.** If a piece was submitted for tenure review not yet in final form and was then published subsequently in final form, you may submit it for this review in final form with an explanation of how it differs from the earlier version. If you will be including unpublished material, we encourage you to mark it “draft, not for distribution.”

The CFA will have access to the material shared with the outside evaluators. At this deadline, candidates should also submit materials intended only for the CFA.

*For the CFA:*

- Detailed list of submissions for the CFA, including publication titles
- Personal statement of your professional achievements and plans for the future
  - Not to exceed 2,500 words
  - The personal statement should include information not easily found elsewhere in the record, such as: your philosophy of pedagogy and how your courses contribute to the strength of your department’s curriculum; special innovations and future plans in teaching; a summary of the objectives of your research program; a summary of work in progress and the directions you propose to take in the future, written for a non-specialist audience; and details regarding your service to your department/program and the College community.
- Statement regarding the COVID-19 pandemic’s effects on your teaching, research and/or service (optional)
- Activities sheets
- Sample teaching materials (optional but recommended)
- Any other materials that you believe will be helpful to the CFA in evaluating your candidacy. Please note that the CFA will have access to SEQs and LERs<sup>i</sup>, any leave reports from the review period, and unsolicited letters, so you do not need to submit these materials.

**All materials for the CFA and external evaluators must be submitted in electronic form.** Several weeks before the deadline, candidates will receive detailed instructions regarding the logistics of submitting these materials. Candidates do not need to prepare hard copies.

The Provost’s Office will purchase hard copies of any published books for evaluators and the CFA.

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<sup>i</sup> Please note that, as required by legislation, SEQs or LERs in the first year of a tenured appointment are not reported to the CFA or the R&P.

Candidates typically give their R&P a copy of all materials that they provide to the CFA, including the personal statement. A candidate may choose not to submit the same statement to the R&P and the CFA, but candidates should provide the R&P with some statement of professional achievements and plans for the future.

As a matter of policy, the CFA does not share materials it receives from a candidate with the candidate's R&P. It is therefore the candidate's responsibility to ensure that the R&P receives a copy of their materials, and they should consult with the R&P chair regarding the R&P's preferred format.

### **(3) Review procedures**

As external evaluations are received, they will be shared with R&P chairs. Candidates will also receive copies of each evaluation with names, identifying passages, and references to other individuals removed.

R&P recommendations are due **April 1\***

Candidates will receive copies of all correspondence between the CFA and R&P (with names, identifying passages, and references to other individuals removed).

**At any time, candidates may submit written responses to this correspondence or provide other information or updates to the R&P, CFA, or both.** Candidates' communications to the CFA are confidential and will not be shared with the R&P, and unless the candidate informs the CFA that they have also shared the response with the R&P, the CFA will not refer to it in any later communications.

### **(4) Notification Deadlines**

There is no legislated notification date for faculty being reviewed for promotion to full professor. Notification is most often provided no later than the week of commencement.

\* If the date indicated falls on a Saturday or Sunday, use the following Monday date. If that Monday is a holiday, use the following Tuesday date.