

## **COLLEGE OF HEALTH SCIENCES**

### **Procedural Steps for Communication with Faculty for Promotion to Associate Professor**

1. The Faculty Administrator provided a promotion timeline to the faculty member and Chair. The timeline for dossier submission was consistent with that which is provided in the annual Provost's memo regarding appointment, reappointment, promotion and tenure and with the timelines established by the College.
2. The Department Chair sent a memo to the faculty member requesting that they begin preparing their dossier documenting their activities according to the Evidences of the College and outlines the promotion process.
3. The checklist provided by the Provost's Office was used by the faculty member and the Office of Faculty Advancement's administrative assistant to compile the dossier.
4. Requested letters from outside evaluators, including individuals suggested by the faculty member and those suggested by colleagues in the department. These potential evaluators were initially contacted via email by the Chair. When affirmative responses were received, documents were forwarded accordingly, along with a cover letter describing the contents and the instructions for review.
5. Requested written input from tenured faculty members in designated department (excluding those serving on the College Appointments, Promotion and Tenure (APT) Committee). Also requested input from other pertinent tenured faculty within CHS.
6. After all letters were received the dossier was then reviewed by the Department Chair who wrote a letter which was included in the dossier.
7. Once the dossier was completed, the Faculty Administrator then scheduled a meeting for the APT Committee to meet and review the faculty member's dossier. The committee wrote a letter of review to the Dean, which was added to the dossier.
8. The dossier was then reviewed by the Dean of the College of Health Sciences and the letter of review was added to the dossier.
9. The dossier was then forwarded to the Provost's Office.
10. An EO2 form is generated by the Faculty Administrator and added to the dossier after the Provost Office has approved the dossier.

# **COLLEGE OF HEALTH SCIENCES**

## **Procedural Steps for Communication with Faculty for Promotion to Professor**

1. The Faculty Administrator provided a promotion timeline to the faculty member and Chair. The timeline for dossier submission was consistent with that which is provided in the annual Provost's memo regarding appointment, reappointment, promotion and tenure and with the timelines established by the College.
2. The Department Chair sent a memo to the faculty member requesting that they begin preparing their dossier documenting their activities according to the Evidences of the College and outlines the promotion process.
3. The checklist provided by the Provost's Office was used by the faculty member and the Office of Faculty Advancement's administrative assistant to compile the dossier.
4. Requested letters from outside evaluators, including individuals suggested by the faculty member and those suggested by colleagues in the department. These potential evaluators were initially contacted via email by the Chair. When affirmative responses were received, documents were forwarded accordingly, along with a cover letter describing the contents and the instructions for review.
5. Requested written input from faculty members with the rank of full Professor in the College (excluding those serving on the College Appointments, Promotion and Tenure (APT) Committee).
6. After all letters were received the dossier was then reviewed by the Department Chair who provided a letter which was added to the dossier.
7. Once the dossier was completed, the Faculty Administrator then scheduled a meeting for the APT Committee to meet and review the faculty member's dossier. The committee wrote a letter of review to the Dean which was added to the dossier.
8. The dossier was then reviewed by the Dean of the College of Health Sciences and the letter of review was added to the dossier.
9. The dossier was then forwarded to the Provost's Office.
10. An EO2 form is generated by the Faculty Administrator and added to the dossier after the Provost Office has approved the dossier.