

Policy: Letter of Intent to Apply for Promotion

Update: March 2024

Overview

Faculty members intending to apply for promotion must notify the college prior to initiating the process for preparing and submitting the dossier for review. Submitting a Letter of Intent will ensure that sufficient time and notice is provided at each step of the process thus providing ample opportunity for a fair and thorough review of the application. This policy applies to the following:

- Promotion to Associate Professor or Professor in non-tenure eligible title series (Research Title and Clinical Title)
- Promotion to Full Professor in a tenure eligible title series (Regular Title and Special Title)
- Promotion to Senior Lecturer
- Promotion to Associate Professor with tenure prior to the typical timeline (including choosing to decline a previously approved tenure clock delay)

NOTE: This process is NOT intended for faculty in tenure eligible title series positions planning to participate in the typical comprehensive tenure and promotion review scheduled during the end of the next-to-last year of the probationary period (typically the 6th year) or who are requesting consideration during the terminal contract year (typically the 7th year) or prior to the 6th year. These faculty will work closely with the Chair in accordance with the relevant administrative regulations (<http://www.uky.edu/regis/files/ar/ar2-1-1.pdf>).

Process

1. The faculty member considering promotion should first consult with their Department Chair for input and guidance. Department level Statement of Evidence for appointment, promotion, and tenure should be consulted as part of the discussion. These are found at <https://www.uky.edu/chs/administration/oface>
2. The faculty member completes the Letter of Intent, obtains Chair's signature, and forwards the completed letter to the Faculty Administrator. This completed letter must be submitted electronically **NO LATER THAN May 1 of the year of intended process. It is strongly advised that this be done earlier so that ample time is available to prepare the dossier and to secure external reviewers.**
3. Once the Letter of Intent has been received, the Office of Faculty Advancement will provide a promotion timeline to the faculty member and Chair, and necessary individuals will be notified.
4. The timeline for dossier submission will be consistent with those provided in the annual Provost's memo regarding appointment, reappointment, promotion, and tenure and with timelines established by the College.

Draft Timeline

<i>May 1</i>	<i>Letter of Intent due to Faculty Administrator (no later than)</i>
<i>May</i>	<i>Chair secures external reviewer commitments</i>
<i>June 15</i>	<i>Initial dossier prepared from materials supplied by the faculty member with assistance from OFA</i>
<i>June 30</i>	<i>Final dossier due following review by Chair</i>
<i>July 1</i>	<i>Dossier distributed to External Reviewers</i>
<i>July 31</i>	<i>External review letters due to department chair</i>
<i>August 1</i>	<i>Dossier distributed to Internal Reviewers</i>
<i>August 31</i>	<i>Internal review letters due to department chair</i>

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<i>September 30</i>	<i>Letter from department chair completed and submitted to Office of Faculty Advancement</i>
<i>October</i>	<i>College P&T Committee meets to review dossier</i>
<i>November 1</i>	<i>College P&T Committee submits letter to the Office of Faculty Advancement</i>
<i>December 15</i>	<i>Review letter from Dean completed</i>
<i>December 20</i>	<i>Dossier due to Provost's Office</i>
<i>Late spring</i>	<i>Letters to Deans notifying them of final decisions (to be approved by Board of Trustees at subsequent BOT meeting)</i>

Resources

[AR 2:1-1 Procedures for Faculty Appointment, Reappointment, Promotion, and the Granting of Tenure](#)

<http://www.uky.edu/healthsciences/about-us/administration/office-academic-and-faculty-affairs>

[AR 2:2-1 – Appointment, Reappointment, Promotion, and the Granting of Tenure in the Regular Title Series](#)

[AR 2:4 – Appointment, Reappointment, Promotion, and the Granting of Tenure in the Special Title Series](#)

[AR 2:5 – Appointment, Reappointment, and Promotion in the Research Title Series](#)

[AR 2:6 – Appointment, Reappointment, and Promotion in the Clinical Title Series](#)

[AR 2:9 – Lecturer Series Faculty](#)