

CoAS Guidelines for Promotion from Associate to Full Professor

June 2025

The criteria for promotion to (full) professor focus on the candidate's accomplishments since becoming an associate professor. The evaluation will focus on all areas of faculty responsibility, teaching, research, and service. Concerning research, scholarship, or creative writing, the criteria emphasize that a candidate should have achieved national or international standing based on substantial and sustained achievement. Candidates are also expected to have contributed to teaching and service within the school's strategic plan and mission. It is relevant to consider candidates' abilities compared to other peer institutions, including many AITUs. It will be warranted to get recommendations from faculty at other comparable Universities with respect to LTU's guidelines for promotion to help guide what would be considered the norm in terms of accomplishments and qualifications.

Guidance for Associate Professors after Tenure and Promotion

Each new associate professor will be reviewed annually by their program chair, focusing on continued research, teaching, and service. After three years of promotion to associate professor, the College will define a mid-promotion committee to evaluate the candidate's accomplishments since tenure and promotion and provide recommendations on the likelihood of promotion to full professor. This committee will include

1. Two tenured full professors
2. Associate Dean for Research

The committee will be formed in the Fall of the candidate's 5th year since promotion. This mid-promotion committee will submit its recommendation to the Chair and Dean for review in the Spring of the candidate's 5th year since promotion. The Dean will then schedule a meeting to review the mid-promotion committee's recommendations and develop a promotion plan by the end of this Spring term.

Applying for Promotion to Full Professor

The candidate will inform their Chair and Dean of their intent to apply for promotion by June 15th. They will then prepare a dossier to document accomplishments that warrant promotion. This will be completed by September 15th. The dossier should be similar in format to that described for promotion or appointment to associate professor. More detailed instructions are provided below. In addition, documentation must include evidence that the candidate has continued to grow in stature in the performance areas cited above or other evidence demonstrating professional growth and achievement commensurate with the rank of full professor. The candidate's contribution to his/her field must include scholarly publications. Documentation of further accomplishments in teaching, scholarship, and service must be provided since the initial appointment or

promotion to associate professor. Typically, a period of at least five years from the time of being granted tenure needs to have passed before consideration for promotion to full professor. Before a candidate will be considered for promotion to full professor by the Dean and Provost, the candidate will meet with the department chair to advise if they should be considered for promotion.

Dossier Format

1. Impact Statement

A **one-page** summary that highlights the *impact* of your significant accomplishments and summarizes your teaching, research, and creative activities, service, and administrative assignments (if applicable). When possible, relate this work to the mission of the department, college, and university.

2. Curriculum Vitae

Include your **most current vita** when you submit your dossier, which may have additional items since sending to external reviewers (item 3). The vita should be thorough, concise, organized, complete, and accurate. Please spell out acronyms before their use.

Note: Candidates are encouraged to work with their department chair when crafting their CV.

While there is no one template or model for a CV, the types of information that may be important to consider include the following:

- i. Employment History
- ii. Educational background
- iii. Honors and awards
 - a. LTU awards and honors (e.g., incentive and excellence awards) external awards and honors (e.g., received from professional associations) should be presented separately.
 - b. External awards: Provide brief details to assist reviewers in understanding the significance of the honor (e.g., "Selection for this award is based on level of research productivity, quality of contributions, and sustained performance over a period of time, or from a membership base where only one or a few are selected each year")
- iv. Research and creative activity
- v. Publications.
 - a. Present in discipline-specific, accepted bibliographic style.
 - b. Provide a statement to assist reviewers that explains author order in works that include multiple authors, e.g., first author indicates most significant importance of contribution, student authors are listed first in publications, publications are presented in alphabetical order).

- vi. Denote student authors by asterisk, underline, or other reference.
- vii. Publications should be organized by category of work (e.g., refereed publications, non-refereed publications, books, proceedings, reviews, notes, letters), and sorted by date of publication beginning with the most recent work.
- viii. Peer-reviewed publications should be presented separately from non-refereed publications.
- ix. Specify work that has been accepted and in press, with estimated date of publication.
- x. Awarded contracts and grants.
 - a. Include source of grant, role (e.g., PI, Co-PI, senior personnel), percentage of credit (not indirect credit) assigned within UCF, funded amount of the grant or contract, and timeframe of funding distribution.
- xi. Presentations.
 - a. Separate presentations by type (e.g., invited, international, national, regional, state).
- xii. Other research, scholarly and creative activity as appropriate (e.g., patents, licenses).
- xiii. Teaching activity
 - a. List of courses taught and additional information that may help contextualize your instructional activity (e.g., course modality).
 - b. Theses and dissertations directed.
 - c. Other teaching and instructional activities as appropriate.
 - d. Service activity
 - e. Professional, university, and community service (e.g., service to public schools).
- xiv. Other information as applicable to your discipline.

3. External Review Letters;

- a. A minimum of 5 outside letters of evaluation requested by the Dean
- b. Candidates can submit a list of possible reviewers to the Dean by August 1. The Dean will then define the final list of reviewers.

4. Promotion committee's recommendation (Due November 15th)

5. Program chair's recommendation (Due November 15th)

The portfolio will be submitted to the Dean, who will submit his or her recommendation to the Provost by December 15th. The Board of Trustees will review each candidate's application and decide during its February meeting.