

## FACULTY PROMOTION PROCESS and GUIDELINES

**Objective:** The promotion dossier provides documentation regarding how the faculty member meets the criteria for the rank to which he/she seeks promotion.

**Content and Format:** A faculty member seeking promotion must meet the requirements of the rank to which s/he is applying based upon the - *Criteria for Promotion and Reappointment* of November 2000 agreed to by the Union and Employer.

The promotion dossier describes and discusses the faculty member's activities and accomplishments of all years in the present rank, as well as how the faculty member meets the criteria for the rank to which he/she seeks promotion. The dossier consists of two parts:

- **Part I Application for Promotion Materials** (see pages 2 and 3 for content and format)
- **Part II Supportive Materials** (see page 4 for content and format)

The promotion dossier should not merely list classes, projects, service assignments, and other relevant activities, but should emphasize the quality and significance of those contributions. The information is to be presented in an organized, clear, and concise manner.

**Deadline:** October 15. (Complete dossier to be submitted to Department Chair)

**Seeking Promotion in a Reappointment Year:** A faculty member applying for promotion in a reappointment year must also complete and sign the dark pink *Self-evaluation for Reappointment* form and include it in the second section of Application for Promotion Materials (Part I) binder. The Department Chair will sign the form indicating recommendation or non-recommendation of reappointment.

**Seeking Promotion in a Non-Reappointment Year:** A faculty member applying for promotion in a non-reappointment year must meet with his/her Department Chair prior to the submission of the promotion dossier, at which time both will sign the light pink *Performance Review* form. The signed *Performance Review* form must be included in the second section of the Application for Promotion Materials (Part I) binder.

**Promotion Decision:** The College's decision to promote or not to promote will be based on the documentation provided by the faculty member, the faculty member's Department Chair and Division Dean, and the Faculty Promotion Advisory Committee (if applicable) indicating that the faculty member is successfully meeting the requirements for the rank to which s/he seeks promotion. Any faculty member applying for promotion will receive notification in writing of the promotion evaluation by March 1.

Following notification, the faculty member meets with his/her department chair to sign and date in the *Acknowledgement* section at the bottom of the blue *Promotion Application* form. At that time, the faculty member may review the recommendations and choose to attach comments.

**Return of Materials:** The Application for Promotion (Part I) Materials will not be returned to the faculty member. Supportive Materials (Part II) will be returned.

## APPLICATION for PROMOTION MATERIALS (PART I)

In the Application for Promotion Materials (Part I) of your promotion dossier, you describe and discuss your accomplishments and contributions of all years in your present rank as a Berklee College faculty member and how you meet the criteria for the rank to which you seek promotion. In preparing your dossier, please consult the *Criteria for Promotion and Reappointment* of November 2000 agreed to by the Union and Employer.

While you are encouraged to be concise, it is important that your submission not be limited only to a list of teaching duties, service assignments, and other activities. You should emphasize the quality and substance of your activities, accomplishments, and contributions in all pertinent areas as a Berklee faculty member. Factors that are considered in the evaluation of your promotion dossier include organization, clarity, content, and adherence to the format specified below.

Present the Application for Promotion Materials (Part I) information in a three-ring binder. Label the front of the binder with the title, *Promotion Dossier, Part I - Application for Promotion Materials*, and your name, current rank, and department. All sections must be clearly indexed and labeled.

The Application for Promotion Materials (Part I) is to be **no more than 19 pages total** in length, excluding the blue *Promotion Application* form, the yellow *Program of Professional Development - Department Chair Approval* form, and either the dark pink *Self-evaluation for Reappointment* form or light pink *Performance Review* form. Each section of the Application for Promotion Materials (Part I) must also adhere to the page limits specified on pages 2 and 3 of these guidelines.

The Application for Promotion Materials (Part I) includes the following sections, presented in the following order:

1. **Letter of Application** - The letter of application briefly explains your reasons for presenting a dossier for promotion consideration. (Limit: 1 page)
2. **Evaluations/Recommendations** – This section contains the following labeled subdivisions:
  - Blue *Promotion Application* form (Fill in the information at the top and sign in the space provided in the “Dossier Submission” part.)
  - Either the dark pink *Self-evaluation for Reappointment* form or the light pink *Performance Review* form (containing all appropriate information and signatures)
  - Department Chair evaluation
  - Division Dean evaluation
  - Faculty Promotion Advisory Committee (FPAC) evaluation (required only in applications for promotion to the rank of Associate Professor and Professor)
  - Provost decision

Evaluations of the Department Chair, Division Dean, chair of the FPAC (if applicable), and Provost will be inserted by each individual.

The blue *Promotion Application* form is attached at the end of these guidelines. Please fill in the information at the top of the form and sign in the space indicated in the top part (“Dossier Submission”).

The dark pink *Self-evaluation for Reappointment* form and the light pink *Performance Review* form can be obtained from your Department Chair. Each form must include all appropriate information and signatures.

3. **Postsecondary Education and Professional Training** – Regarding postsecondary education, list degree(s) earned, major(s), institution(s) attended, the year(s) of attendance, and any other pertinent information (including current study toward a degree or certification). Regarding postsecondary professional training, briefly describe the number of years engaged in those activities, focus of study, and institution(s) attended.

If the postsecondary degree or professional training requirements for the rank to which you seek promotion have not been met, document your equivalent professional experience as it relates to your teaching assignment(s). Refer to agreed upon *Criteria for Promotion and Reappointment* issued in November 2000. (Limit: 2 pages)

4. **Teaching, Advising, and Related Duties** - Summarize and evaluate your teaching, advising, and related duties for all years in your present rank. Discuss your philosophies about teaching and/or approaches to teaching. This summary should also document how you meet the requirements for the rank to which you seek promotion. (Limit: 5 pages)
5. **Service to the College** - Describe your college service activities and accomplishments for all years in your present rank and document how you meet the requirements for the rank to which you seek promotion. (Required of **ALL full-time faculty** seeking promotion. Optional for part-time faculty.) (Limit: 3 pages)
6. **Service to the Profession** - Describe your professional service activities and accomplishments for all years in your present rank and document how you are meeting the requirements for the rank to which you seek promotion. (Required of **full-time faculty** seeking promotion to the rank of **Associate Professor** or **Professor**. Optional for all other faculty.) (Limit: 3 pages)
7. **Professional Development**
  - a. **Faculty seeking promotion to Assistant Professor or Professor:** Provide a description of the activities in which you have been involved that evidence your commitment to continued professional growth. (Required of **full-time faculty** seeking promotion to the rank of **Assistant Professor** or **Professor**. Optional for part-time faculty seeking promotion to the rank of Assistant Professor or Professor.) (Limit: 3 pages)
  - b. **Faculty seeking promotion to Associate Professor:**
    - Include the yellow *Program of Professional Development – Proposal Approval & Program Completion Documentation* form containing your Department Chair's and Division Dean's signature indicating approval of your proposal and satisfactory completion of the program; **AND**
    - Provide a description of the completed program of professional development approved by your department chair as set forth in the agreed upon *Criteria for Promotion and Reappointment* of November 2000. (Required of **ALL faculty** seeking promotion to the rank of **Associate Professor**.) (Limit for description: 3 pages)
8. **Early Promotion** - Faculty who seek promotion without the required academic years of service in the present rank (full-time faculty) or semesters in the present rank (part-time faculty) must describe the "extraordinary circumstances" which support consideration for early promotion. Refer to the agreed upon *Criteria for Promotion and Reappointment* of November 2000. (Limit: 2 pages)

## SUPPORTIVE MATERIALS (PART II)

The Supportive Materials (Part II) include any documents or references that support how you meet the criteria of the rank to which you seek promotion. Emphasize quality over quantity!

The attachments for each academic division in the *Criteria for Promotion and Reappointment* issued in November 2000 agreed to by the Union and Employer provide examples of components and activities that are appropriate to submit as part of the promotion dossier.

Present the Supportive Materials (Part II) in a separate three-ring binder. Label the front with the title, *Part II - Promotion Dossier, Supportive Materials*, and your name, current rank, and department. All sections must be clearly indexed and labeled.

The Supportive Materials (Part II) binder includes the following sections, presented in the following order:

1. Teaching, Advising, and Related Duties
2. Service to the College
3. Service to the Profession
4. Professional Development
5. Other – This section may be used to include additional supporting documents, such as references, letters of recognition, letters of appreciation, awards, etc.

There is no page limit for Supportive Materials (Part II).

The Department Chair will review the Supportive Materials (Part II) prior to making a promotion recommendation, but **only** your Application for Promotion Materials (Part I) binder will be forwarded to the Dean. If additional information is needed to make a recommendation supporting promotion, the Dean, Faculty Promotion Advisory Committee (if applicable), and/or the Provost may review the Supportive Materials (Part II). The Supportive Materials (Part II) will be reviewed by the Division Dean and Provost if a recommendation against promotion or a decision not to promote the faculty member is rendered.

The complete promotion dossier — the Application for Promotion Materials (Part I) and the Supportive Materials (Part II) — must be submitted to your Department Chair by October 15.

# PROMOTION APPLICATION

- Dossier Submission
- Recommendations
- Acknowledgement

Name \_\_\_\_\_  
Rank \_\_\_\_\_  
Department \_\_\_\_\_  
Hire Date \_\_\_\_\_ Date-Appointment to Current Rank \_\_\_\_\_

## Dossier Submission

- Application for Promotion (Part I) binder** (19 pages maximum, excluding colored forms) includes the following:
1. Signed Letter of Application (Limit: 1 page)
  2. Section includes: (a) blue *Promotion Application* form (fill in information above and sign directly below); (b) either the dark pink *Self-evaluation for Reappointment* form or the light pink *Performance Review* form (each containing all appropriate information and signatures), AND (c) subdivisions for Evaluations by Chair, Dean, FPAC (for promotion to Assoc. Professor & Professor only), and Provost
  3. Summary of Postsecondary Education and Professional Training (Limit: 2 pages)
  4. Summary of Teaching, Advising, and Related Duties (Limit: 5 pages)
  5. Description of Service to the College (Limit: 3 pages) **REQUIRED OF FULL-TIME FACULTY ONLY**
  6. Description of Service to the Profession (Limit: 3 pages) **REQUIRED OF FULL-TIME FACULTY SEEKING PROMOTION TO ASSOCIATE PROFESSOR AND PROFESSOR; OPTIONAL FOR OTHERS**
  7. a. Description of Professional Development (if applicable) (Limit: 3 pages) **REQUIRED OF ALL FULL-TIME FACULTY SEEKING PROMOTION TO ASSISTANT PROFESSOR AND PROFESSOR; OPTIONAL FOR OTHERS**  
b. Yellow *Program of Professional Development -Proposal Approval & Program Completion Documentation* form (signed) **AND** Description of Completed Program of Professional Development (Limit: 3 pages) **REQUIRED OF ALL FACULTY SEEKING PROMOTION TO ASSOCIATE PROFESSOR**
  8. Description of Special Circumstances for Early Promotion (if applicable) (Limit: 2 pages)
- Supportive Materials (Part II) binder** (No page limit)

\_\_\_\_\_  
Signature of Faculty Member

\_\_\_\_\_  
Date

## Promotion Recommendations

I have reviewed the faculty member's Promotion Dossier and other pertinent information, including personal observations. The enclosed evaluation and recommendation are based upon the faculty member's material and its relation to the Employer's determined criteria (see *Memorandum of Understanding - Criteria for Promotion and Reappointment* of November 2000).

Promotion Recommendations:  Yes  No \_\_\_\_\_  
Signature of Department Chair Date

Yes  No \_\_\_\_\_  
Signature of Division Dean Date

Yes  No \_\_\_\_\_  
Signature of Chair, FPAC (if applicable) Date

Yes  No \_\_\_\_\_  
Signature of Provost Date

## Acknowledgement

I have seen the evaluations and promotion recommendations of the Department Chair, Division Dean, Faculty Promotion Advisory Committee (if applicable), and Provost and have discussed these with my Department Chair.

- I do not choose to attach comments.
- I choose to attach comments and will submit them within ten (10) calendar days to my Department Chair.

\_\_\_\_\_  
Signature of Faculty Member

\_\_\_\_\_  
Date

I  have  have not added comments based upon the written comments submitted by the faculty member.

\_\_\_\_\_  
Signature of Department Chair

\_\_\_\_\_  
Date

I  have  have not added comments based upon the written comments submitted by the faculty member.

\_\_\_\_\_  
Signature of Division Dean

\_\_\_\_\_  
Date

I  have  have not added comments based upon the written comments submitted by the faculty member.

\_\_\_\_\_  
Signature of Provost

\_\_\_\_\_  
Date