

FACULTY PROMOTION PROCESS and GUIDELINES

Objective: The promotion dossier provides documentation regarding how the faculty member meets the criteria for the rank to which they seek promotion.

Content and Format: A faculty member seeking promotion must meet the requirements of the rank to which they are applying based upon the - *Criteria for Promotion and Reappointment* of September 2020 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 they seek 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. **All materials (Part I and II) will be submitted digitally on Workday.** For more information on how to upload your materials on Workday, please refer to the job aid linked on the Faculty Development website (berklee.edu/academic-affairs/promotion-dossier-guidance).

Deadline: October 15

Promotion Decision: Berklee'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, the Senior Vice President for Academic Affairs, and the Faculty Promotion Advisory Committee (if applicable) indicating that the faculty member is successfully meeting the requirements for the rank to which they seek promotion. Any faculty member applying for promotion will receive notification in writing of the promotion evaluation by March 1.

Following notification, the faculty member may review the recommendations and choose to attach comments by contacting the Office of Academic Affairs.

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 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 September 2020 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. *Self-evaluations for Reappointment* forms and/or *Performance Review* forms will also be considered during the evaluation of your promotion dossier. Faculty may choose to upload these forms in Part I of the dossier (Section 8), which will be optional.

The Application for Promotion Materials (Part I) is to be **no more than 19 pages total** in length, excluding the *Program of Professional Development - Department Chair Approval* form (if applicable), and either the *Self-evaluation for Reappointment* or *Performance Review* form (optional). 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.

Upload the Application for Promotion Materials (Part I) document in PDF format on Workday. All sections must be clearly indexed and labeled.

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. **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 the agreed upon *Criteria for Promotion and Reappointment* issued in September 2020. (Limit: 2 pages)

3. **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)
4. **Service to the College** – Describe your college/conservatory 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)

5. **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 any faculty seeking promotion to the rank of Associate Professor or Professor, part-time and full- time. Optional for all other faculty.) (Limit: 3 pages)
6. **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:**
 - 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 September 2020. (Required of ALL faculty seeking promotion to the rank of Associate Professor.) (Limit: 3 pages)
7. **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 September 2020. (Limit: 2 pages)
8. **Forms –This section should contain the following scanned or uploaded forms (if applicable):**
 - The 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. (Required for All faculty seeking promotion to the rank of Associate Professor.)
 - Optional: Either the Self-evaluation for Reappointment or the Performance Review online form. Completed versions of these forms can be accessed directly in Workday beginning with the Academic Year 2018-2019 appraisal period. If you choose to upload the form/s they must include all appropriate information and signoffs. (Optional for all faculty.)

SUPPORTIVE MATERIALS (PART II)

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

The appendices in the *Criteria for Promotion and Reappointment* issued in September 2020 agreed to by the Union and Employer provide examples of components and activities that are appropriate to submit as part of the promotion dossier.

Upload the Supportive Materials (Part II) documents to a folder you create on Goggle Drive and set the folder permissions to be visible to anyone with the link. Past the link to the Google Drive folder in the appropriate section of your promotion dossier in Workday. All sections in your Goggle Drive folder must be clearly indexed and labeled. For more information on how to upload your Part II materials on Google Drive, please go here refer to the Faculty Promotion Request Job Aid linked on the Faculty Development website (berklee.edu/academic-affairs/promotion-dossier-guidance).

The Supportive Materials (Part II) dossier 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). Any material that is added to your Google Drive folder after the October 15 deadline will not be taken into consideration during the review process.

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) 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 by October 15 on Workday.

The Office of Faculty Development is available to assist with the promotion dossier process. For questions, or to schedule an appointment, please email facultydevelopment@berklee.edu