

August 3, 2007

To: The Faculty

From: Larry E. Vote, provost

Subj: Promotion to Associate or Full Professor

This letter does not apply to those standing for tenure and promotion at the same time. Tenured faculty members planning to stand for promotion in the spring of 2008 should inform their department chair and this office of their intention by Friday, September 7.

According to the new by-laws, those standing for promotion are required to have Student Evaluations of Courses/Instructors administered for all of their courses in the four semesters prior to promotion consideration. For this year only, this requirement will be waived, but faculty are expected to have student course evaluations for at least two semesters prior to submission of their file.

If the faculty member stands for promotion to **associate professor within two years of receipt of tenure**, his tenure evaluation file may serve as the evaluation file for this promotion as amended by: additions to items recommendations from evaluators, College's approved student evaluations, course material, materials documenting scholarly, professional and/or creative activities, and materials documenting service to the College, and updated versions of items a CV and comprehensive self-report.

If a faculty member stands for promotion to **associate professor beyond two years following receipt of tenure**, he or she will prepare a totally new file that describes the achievements of the faculty member from the time of receipt of tenure up to the time of evaluation for Associate Professor. The file must contain the recommendations from evaluators, current CV, comprehensive self-report, colleague evaluation letters, student evaluation letters, College's approved student evaluations, course material, materials documenting scholarly, professional and/or creative activities, and materials documenting service to the College. In addition, the cross-disciplinary study areas coordinator's letter and Provost's letter should be included if applicable. In both cases, narrative evaluations from students are not required.

For those standing for promotion to professor, the file will contain the recommendations from evaluators, including previous evaluation letters for pre-tenure, tenure and post-tenure reviews, current CV, comprehensive self-report, colleague evaluation letters, student evaluation letters, letters from professionals outside the College community, College's approved student evaluations, **narrative evaluations of teaching by students**, course material, materials documenting scholarly, professional and/or creative activities, and materials documenting service to the College. In addition, the cross-disciplinary study areas coordinator's letter and Provost's letter should be included if applicable.

Please contact Michele Hampton (mihampton@smcm.edu) to arrange for narrative evaluation forms to be sent for your fall 2007 classes.