

August 21, 2008

To: The Faculty

From: Larry E. Vote, provost

Re: Promotion to Associate or Full Professor

Faculty members planning to stand for promotion in the spring of 2009 should inform their department chair and the provost's office of their intention by Monday, September 15. Those standing for promotion are required to **report course evaluations** for all of their courses in the **four** semesters prior to promotion consideration. On-line course evaluations will provide 3 of the four semesters. Since the new by-laws governing evaluations was instituted in fall 2007, those professors who did not administer ICES in spring 2007 will be exempted from reporting those scores.

Narrative evaluations should be administered **in two out of the three semesters preceding consideration for promotion to full professor (Fall 2007, Spring 2008, Fall 2008.)** Narrative evaluations are not needed for those standing for promotion to associate professor if the promotion decision is more than two years after tenure was granted. See the guidelines for materials to be included in the evaluation file for promotion at <http://www.smcm.edu/facultystaff/facultyhandbook/materials2.pdf>

If you wish to administer narrative evaluations this fall, please contact Joan Pickett at [jepickett@smcm.edu](mailto:jepickett@smcm.edu). She will need the course # and number of students enrolled in the class.