

July 1, 2020

## Guidelines for Internal Promotion to the Rank of Full Professor with Tenure in the Arts and Sciences

### **Standards**

Promotion to the rank of full professor recognizes scholars and teachers who are performing at the highest levels of distinction. Scholarly contributions since the award of tenure will be the primary consideration in evaluating faculty for promotion to the rank of full professor. However, it is also important to recognize that over the career of a tenured faculty member the balance of activities can shift toward more intensive involvement in teaching and institutional service. Therefore, distinction in teaching and/or particular dedication to institutional service might weigh more heavily in the evaluation for promotion to full professor than in the evaluation for tenure.

### **Procedures**

In the fall the departmental chair is provided with the service record of each tenured associate professor in the department. Those who have completed five years or more of service beyond the award of tenure will be identified as potential candidates for review for promotion to full professor. While it is assumed that at least five years will be required to demonstrate the levels of sustained performance expected for promotion, there may be instances of exceptional scholarly achievement or of an offer from another institution that justify review before five years have elapsed.

With the agreement of the faculty member, the department conducts a review according to its by-laws. The candidate will be asked to provide a current curriculum vitae and a statement describing research, teaching, and service activities, and special achievements since the award of tenure. Evidence of scholarship, teaching, and service accomplishments since the award of tenure should also be provided. Only those at the rank of tenured professor<sup>1</sup> in the department are eligible to deliberate on the case.

If the case is deemed sufficiently persuasive, a vote on the promotion is taken and recorded in a letter of transmittal from the departmental chair to the Executive Vice President for Arts and Sciences. The letter should summarize the departmental case for promotion and is accompanied by the candidate's curriculum vitae, activities statement, and any reading committee report that may have been prepared.

The departmental recommendation and accompanying dossier are reviewed by the Promotion and Tenure Committee of the Arts and Sciences. If the Committee deems the dossier incomplete, it will request additional information from the departmental chair. A recommendation on the case is made by the Committee to the Executive Vice President for Arts and Sciences. If the recommendation is negative, the Committee will provide the

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<sup>1</sup> Full professors, not tenured associate professors

Executive Vice President with guidance to be communicated to the candidate through the departmental chair.

The recommendation of the Promotion and Tenure Committee is advisory to the Executive Vice President for Arts and Sciences. Upon receipt of the recommendation of the Committee, the Executive Vice President makes a decision and notifies the departmental chair (In some instances, the Executive Vice President may solicit external opinions on the case, but will not do so as a matter of general practice). The departmental chair then informs the candidate of the outcome. In cases where the decision is positive, the departmental chair and the Office of the Executive Vice President work together to prepare the recommendation for promotion for submission to the Provost and the Board of Trustees.

If a review is conducted and promotion is not granted, the candidate should be informed of the basis for the declination and be provided guidance on areas for attention. A subsequent review would not be expected before at least two years from the prior review and until the basis for the declination no longer exists.

### **Typical Schedule**

<b>March 1</b>	Departmental recommendation and materials are forwarded to the Executive Vice President
<b>April 15</b>	Promotion and Tenure Committee recommendations are forwarded to the Executive Vice President
<b>May 1</b>	Executive Vice President informs the department of the decision
<b>June</b>	Promotion is considered at Board of Trustees meeting
<b>July 1</b>	Successful promotion takes effect

### **Submission of the Promotion to Full Professor Review Dossier**

The dossier should be submitted to the **X:\Drive** in the “**Non-Tenure Reviews**” folder that can be found in the “**Academic Affairs**” folder. The materials submitted electronically should be put into a “.pdf” file with no protection or security restrictions. The nominating unit should follow the checklist below for the contents and name of each file and for the order in which they should be included. Avoid using scanned copies of the materials when possible because such materials are generally not searchable. Once the dossiers have been uploaded to the X:\Drive, please notify Jessie Tong at [jt2622@columbia.edu](mailto:jt2622@columbia.edu).

1. Chair’s Letter of Transmittal	Last name, First name Transmittal Letter.pdf
2. Departmental Review Committee Report (if any)	Last name, First name Internal Report.pdf
3. Candidate’s Curriculum Vitae	Last name, First name CV.pdf
4. Candidate’s Statement of Activities	Last name, First name Statement.pdf