

Procedures for promotion from Associate to Full Professor in A&S

February 9, 2023

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Faculty Representative to the Board of Visitors



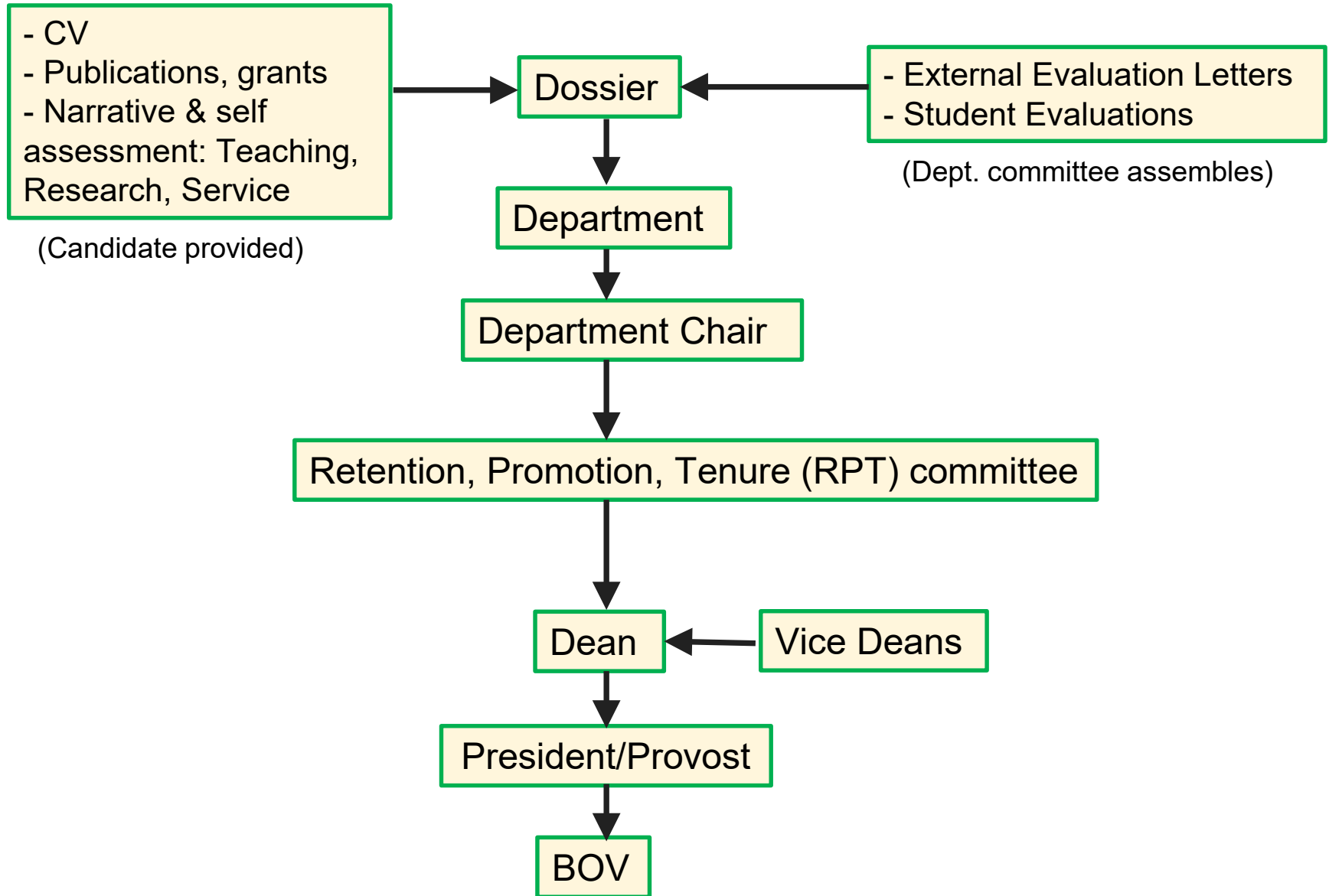
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Preamble

- Outline the procedures in Arts & Sciences (other schools have similar procedures, but details vary).
- An Associate Professor can put him/herself forward for Promotion to Full Professor, usually not until having served in rank for at least 6 years.
- Multi-stage and detailed review process.
- An electronic dossier is assembled initially by the candidate, which is then augmented by materials (*i.e.* evaluations and the results of votes) at each stage of the review.
- Independent determinations by multiple groups and individuals.
- Candidate for promotion to Full: “the faculty member’s national or international standing should have grown [since tenure] in a fashion appropriate to 12 or more years of continued productivity”

Promotion Process



Teaching

- Dossier description of all courses taught.
- Includes all student evaluations from courses taught in last 8 years or since promotion to Associate Professor, whichever is shorter.
- Student evaluations are anonymous and include numerical (Likert scale) scores for several questions, as well as open-ended written comments.
- Scores compared to departmental averages
- Results of at least one other method of teaching evaluation: reports from peer visits to classrooms, analysis of syllabi or other teaching materials, etc.
- As appropriate for given department's mission, evidence of effective mentoring of graduate and/or undergraduate student research.
- Candidate provides "self evaluation" narrative summary as well as plans for future research/scholarship.

Research

- Dossier includes all peer-reviewed papers, books, edited volumes, conference proceedings published, all grants submitted and those awarded, prizes and honors won, other creative work as appropriate.
- Candidate provides “self evaluation” narrative summary as well as plans for future research/scholarship.

Service

- Candidate documents their Service to the department/program, to Arts & Sciences, to the University, to their field of Research, and to the general public and community.
- Typical examples include:
 - advising pre-major students.
 - serving on department or university committees, significant contributions to university shared governance
 - serving on editorial boards of journals, leadership in national organizations, organizing conferences, refereeing of papers, reviewing grant proposals...
- Candidate provides “self evaluation” narrative summary as well as plans for future service.
- “Expected to have an attested record of significant and effective service to the College and the Profession”

External Reviewers

- ≥ 4 letters from experts in the field of research/scholarship, from “Programs, institutions, or agencies of a quality commensurate with reputation and standards of W&M.”
- Writers at Full Professor rank, provide their CVs.
- Letter writers must be “arm’s length” from candidate: “should not have even the appearance of a vested interest based on their own careers, nor a personal interest in the career advancement of the candidate under review.”
- External reviewers provided with the complete dossier, asked to focus on research, but can comment on anything in the dossier
- Typically provide detailed evaluations (3 to 5 page letters) of the candidate’s research/scholarship.
- Candidate may only see redacted versions of these letters, with all identifying information removed.

Departmental Evaluation

- Considers complete dossier.
- Procedures vary in detail by department; may involve a Personnel Committee vote, then a vote of all Full Professors.
- Department chair provides their independent assessment, whether or not they agree with or disagree with departmental vote.
- Results are included in dossier

Retention Promotion and Tenure committee

- Advisory to the Dean.
- 6-person elected committee.
- Full Professors only.
- 2 members from each of the Areas of A&S
(Arts & Humanities, Social Sciences, Natural Sciences).
- Committee members from same department/program as candidate are recused and replaced by a previous member of RPT.
- Detailed analysis of entire dossier.
- Vote, and provide an analysis letter and results of vote to the Dean
(included in dossier)

Dean, Provost and BOV

- The Dean shares the dossier with the several Vice Deans of A&S, who read and discuss it.
- The Dean provides an assessment and analysis letter, based on the dossier, the RPT report, and the discussion with the Vice Deans.
- Dean's letter included is dossier, forwarded to the Provost
- The Provost provides independent assessment. Those candidates that the Provost approves are then forwarded to the Board of Visitors for final approval.

Promotion Process

