

FAQ for Faculty

How do I get promoted?

- Applying for promotion is your responsibility.
- You should review the promotion and tenure guidelines early and discuss your progress with your chair.
- Reach out to faculty members in your department who serve on PAC committees; the associate dean for faculty advancement is also a good source of information.
- Promotions are not automatic but are based on merit. You **MUST** show evidence of sustained achievements in service, education, and research.
- Keep your CV updated. The promotion process is entirely dependent on your accomplishments and annual evaluations; failure to submit these materials will result in unsatisfactory evaluations and will be detrimental to your chances of being promoted.

When can I apply for promotion?

- You can apply for your first promotion whenever you meet the promotion and tenure guidelines.
- You should ensure that you have adequate evidence to support CONTINUING excellence in teaching and service as well as the requisite publications since your appointment.
- Tenure-track faculty should be very careful about applying early for promotion and tenure; if tenure is not granted, the faculty member will receive a one-year terminal contract. You should discuss your intent to apply with your chair to ensure that you have met the requirements.

How do I prepare my application?

- Review the P&T guidelines and meet with your chair to verify that the criteria have been met.
- In August, the dean's office will send out requests to all faculty and chairs to submit applications for promotion and tenure to be submitted by November first.
- JCESOM promotion guidelines state that it is required that lesser achievement in one area be balanced by excellence in another. Evidence of scholarship should be manifested in publications or comparable communications.
- Demonstrable competence in teaching, research/scholarly activity, and professional service/patient care are of paramount consideration. You should emphasize those activities which support continued excellence in each of these areas.
- The committees and individuals who review your promotion dossier will probably not be aware of all you do; it is up to YOU to convince them that you are worthy of promotion.

How long does this take?

- The promotion and tenure process is a long one. Your faculty promotion dossier is due November first; therefore, departmental committee and chair evaluations must occur before November first. JCESOM PAC and dean evaluations occur by March, and the president's evaluation occurs by April. You **MUST** submit all documentation by the deadline.

What if I do not get promoted?

- Non-tenured faculty members who are up for tenure and not granted tenure will be given a one-year terminal contract; however, you have the right to appeal. You may request a statement of reasons from the president according to the provisions of Series 9.
- If you are not promoted and are a tenured faculty member or in a non-tenure earning track, you will be eligible for promotion in the cycle after the next (i.e. two years). Make an appointment with your chair or the associate dean to discuss what you can do to strengthen your application.

I would like to change my track, what do I need to do?

- Discuss this with your chair. If your duties have changed since your last promotion or your appointment, you may need to switch to a more appropriate track; however, you must document significant achievements in whatever track in which you apply for promotion.
- In consultation with your chair, you may petition for appointment to a tenure track research/education appointment. The decision of this petition will be based on your achievements and the needs of the department. The petition must be documented in the chair's letter to the dean requesting this change in faculty status.

For additional help or questions related to promotion, please contact the Office of Faculty Advancement

–

304-691-8638