

# Promotion to Full Professor Fall Info Session

Promotions Committee  
Dean of Faculty office

October 7th 2024

# Introductions/acronyms

Promotions Committee (PC) 2024-2025

# Introductions/acronyms

**DOF/VPAA:** Dean of Faculty/Vice President for Academic Affairs

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**ADOF:** Associate Dean of Faculty (Faculty Affairs)

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**C/PD/PPC:** Chair, Program Director, Program Personnel Committee

# Why you may be here

Just got tenured, want to start thinking about how to build your career towards full

Chairing a department with newly tenured faculty members that you want to support in their next career phase

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Thinking of going up for promotion in the next few years, thinking about file preparation

Chairing a department with upcoming promotions cases

# This meeting: Strategic thinking about you/your department member's career path to Full Professor

1. Important dates
2. Review of policies in the Faculty Handbook
3. Documenting your work
4. Planning and doing your work
5. Finding mentors

Note: Preparing your file - May meeting, but we can answer questions today

# But first...Resources for you

On PC's website

PC [calendar](#)

PC [Operating Code](#)

[Assembling Materials for Promotion Guidelines](#)

## Resources for you

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# 1. Important dates

**May 30th, 2025 - deadline to declare for next year**

Mid-June - deadline for inviting external and internal letter writers

End of September - Candidate files due, as well as external and non-departmental internal letters

Third week of December - Departmental letters due

See PC calendar for details

May info session: File preparation logistics



## 2. Faculty Handbook: Promotion to Full

Two key sections:

Preamble to tenure and promotion sections (page 113-117)

**Guidelines for promotion (page 130-131)**



## 2. Faculty Handbook: Promotion to Full

### Scholarship:

Sustained and significant engagement with discipline(s)

Continued development as a scholar/artist

Evidence of completing “some substantial aspect” of research/creative work

Mature perspective on their field(s)

Plans for continued engagement with discipline



Great, but how do I build a file that shows evidence of all those things?





### 3. Documenting your work - Teaching

Save good assignments, note changes you made based on what worked/didn't work  
Save examples of feedback you give to students (e.g., comments on papers, annotated rubrics, etc.)  
Save examples of lesson plans/presentations that show your pedagogical style\*\*  
Reflect on classes at the end of the semester (to help inform your eventual teaching statement)  
Plan ongoing peer evaluations!!!!

\*\* Pedagogical choices should be explained in your Teaching Statement, which should refer to examples

### 3. Documenting your work - Research

Start a list of your potential letter writers (will need 3-4)

What PC finds useful (see Model Personnel Procedures for details)

Letter from a “distinguished stranger” in the field

Letter from Full Professor

Letter from a professor from a similar institution



# 3. Documenting your work - Service

## Living document of ALL service

To the college, examples (non-exhaustive)

- Faculty service cycle

- Off-cycle service

- Working groups

- Mentorship of students (beyond typical advising)

- Work that raises the profile of the college

To the department, examples (non-exhaustive)

- Chairing/Assistant chairing

- Committees/working groups

- Mentorship of new colleagues

To the field, examples (non-exhaustive)

- Journal editor positions

- Journal/book review activity

- Organization of symposia/workshops

- Board membership of academic societies

### 3. Documenting your work - Service

Living document of ALL service

Make sure you document what your duties were and projects completed during your service

Annual report or your own internal notes

List of potential non-departmental internal letter writers that can speak to the **QUALITY** of your service

## 4. Planning and doing your work - Teaching

Understand and address areas for growth in your teaching portfolio

Seek out mentorship opportunities (you are a mentor, too!)

C/PDs - The Faculty Handbook notes candidate should excel in “range of assigned courses”. Be sure to discuss teaching plan with department members.

## 4. Planning and doing your work - Scholarship

Decide what your scholarship path will be for the next several years

- Consult your department documentation about scholarship expectations

- Consult colleagues at Skidmore and beyond

Use accountability resources at Skidmore and beyond

- Scholarly and Creative Endeavour groups at Skidmore

- National Center for Faculty Development and Diversity (Faculty Success Programs)

- etc.

## 4. Planning and doing your work - Service

Service to the college is a big focus of the promotion criteria in the handbook

Not just service cycle! If you are not elected, can still create a robust service portfolio

Particularly for small departments: think about if/when you will chair

## 4. Planning and doing your work

All good plans...

PC Handbook languages acknowledges “ebbs and flows”

Looking for “sustained” patterns over the years

## 5. Finding mentors

Chair/Program Director

More senior members of your department

Faculty outside of your department

- Former PC members

- Former Chairs of PC cases

Senior colleagues in your field (outside of Skidmore)

**Associate Dean of the Faculty (Oscar Pérez Hernández)**

**Also a mentor for department chairs!!**

# 5. Finding mentors

## How to use your mentors

Make sure you know your department procedures/policies and the college procedures/policies

Ask for time management support, if needed

Do not be shy about scheduling a meeting with the ADOF!



Questions?