

## FACULTY GUIDE INTERPRETATION

June 2022

The Faculty Guide Committee has been asked by the Senate Executive Committee to give an interpretation of the Guide regarding the amount of time that must pass before an Associate Professor can apply for promotion to Professor.

The procedures for promotion to Professor are spelled out in article 4. Specifically, article 4.6.d defines the criteria for promotion to Professor as follows: “In addition to the credentials for Associate Professor: four (4) years of full-time teaching experience at an Accredited Institution.” In turn, article 4.6.c defines the credentials for Associate Professor as “4 year of full-time teaching experience” at the Instructor or Assistant Professor level. Credentials for promotion at any level are presented in the formal application, which, as stipulated in article 5.2.c.2, must be submitted to the applicant’s Department no later than October 1<sup>st</sup> of the application year. In other words, **all of the criteria for promotion required in article 4.6 must be fulfilled at the time when the application is submitted.** Therefore, the year in which the application is reviewed cannot be counted toward the four years of full-time teaching required for the current promotion under review.

On the other hand, article 4.1.b clearly states that “teaching and service performed and scholarly or creative works published **after submission of an application** for a previous successful promotion are the basis for the next promotion.” Thus, the year in which an application for promotion to Associate Professor is submitted and reviewed counts as the first of the four years of full-time teaching required in order to submit an application for promotion to Professor. Assuming the faculty members does not take a sabbatical, he or she would be eligible to apply to promotion to Professor after an additional three years of full-time teaching.

NOTE: It could be argued that because the application for promotion is submitted in October, the remainder of the academic year in which the application is reviewed does not constitute a full year of teaching and therefore cannot count toward the next promotion. However, since the Tenure and Promotion cycle only takes place once a year, it follows that the academic year cannot be divided into increments for purposes of eligibility. Since the period before the submission of the application is insufficient to count toward the promotion under consideration, and article 4.1.b requires that time accrued after submission of an application must count toward the next promotion, it is the clear intent of the Guide that the entire academic year in which the application is submitted must be counted toward the next promotion.