

Process for Promotion from Associate Professor to Professor Department of Chemistry, 2009-2010

The information described in this document is more specific but consistent with and complementary to the University of Minnesota “Procedures for Reviewing Candidates for Tenure and/or Promotion: Tenure-Track and Tenured Faculty” (dated October 15, 2007; <http://tinyurl.com/UMfactenureprocess>) and the Department of Chemistry 7.12 statement (<http://tinyurl.com/CHEM7-12>). The attributes of the Mentor Committees and the tenure review process are described in the Department of Chemistry documents “Mentor Committees” and “Tenure Review Process”, respectively.

- The procedures described in section VI and VII of the Department of Chemistry 7.12 statement are to be followed.
- During the annual review of Associate Professors, the Department Chair will discuss with the faculty member progress toward promotion to Professor. If it is agreed that promotion is warranted, the Department Chair will name a three-person committee of full professors to act as the Promotion Committee for this faculty member (these members may, but need not be, a subset of the Tenure Committee). The promotion process will then be performed as described in section 5 of the document “Tenure Review Process”, except that the role of the Tenure Committee will be played by the promotion committee, the presentation and analysis of the case will be performed by the chair of the promotion committee, and only full professors will be participants at the relevant faculty meetings. Thus:
 - The candidate and the Promotion Committee will each suggest the names of 10 reviewers to the Department Chair by August 1 of the promotion consideration year. The Chair, in consultation with the Promotion Committee, will identify a list of about ten reviewers to be asked to submit written evaluations of the candidate, at least half of them from the 10 suggested by the candidate. The Department Chair will solicit the letters in mid-August, to be due at the end of September.
 - The chair of the Promotion Committee is the primary presenter and analyzer of the case at a meeting of full professors only, which is typically scheduled in October.
 - At the second meeting of the full professors (1-2 weeks after the meeting at which the case was presented), any faculty member may request further discussion prior to taking the vote, but such discussion is optional. If requested, this discussion will be led by the Department Chair.
 - The assistant to the Department Chair will be present and will take notes on the discussions at the two meetings of the full professors. These notes will be summarized in written “minutes” of the meetings, which will be made available to the candidate and the tenured faculty and will be subject to the access and confidentiality rules for all materials collected in the promotion file (section I.D., p. 5, in the “Procedures for Reviewing Candidates for Tenure and/or Promotion”).
 - After the vote at the second meeting of the full professors, the Department Chair will prepare a statement based on the discussion at the two meetings. This statement will be made available to all full professors, revised, and approved by consensus indicating that it accurately reflects the discussion of the candidate’s record and the vote of the faculty. This statement must reflect the candidates accomplishments relative to the Department of Chemistry 7.12 criteria and response to previous years recommendations, and will be included in the file forwarded for the promotion decision.¹
- The Department chair will discuss with the candidate the results of the meetings, including the vote results and statement.

¹ Note that in addition to this statement that is to be included in the file, and as specified in section 13 of the Procedures for Reviewing Candidates for Tenure and/or Promotion”, the Department Chair includes “an additional statement of his or her agreement or disagreement with the unit’s recommendation, including the reasons for any disagreement.” (p. 15)