

Appendix E.1
Guidelines for Submitting Nominations for Promotion to Professor

1. The criteria for the Professor rank includes:
 - (a) An M.S., M.A. and/or terminal degree is necessary in addition to all stipulations set forth in the Associate Professor criteria. Include course work beyond M.S. or M.A. degree plus a professional development plan.
 - (b) Ten years or more of experience relevant to the job responsibilities of the Extension position.
 - (c) Candidates are eligible to submit portfolio for promotion to professor after at least five years relevant experience since promotion to Associate Professor at time of submission to Committee of Professors.
 - (d) Criteria to be used to determine eligibility for this rank may include:
 - evidence of successful scholarship as defined in Appendix I.B.
 - evidence of continuing professional development
 - evidence of leadership in program development
 - evidence of effective working relationships with colleagues and clientele.
 - contributions to the profession, department and university
 - probability of positive future contributions to the profession, department and university
 - (e) Additional criteria to be used to determine eligibility for this rank may include:
 - evidence of exemplary teaching ability
 - evidence of significant research and publication
 - evidence of grantsmanship, collaboration, and supervision
 - demonstrated leadership in academic affairs
 - evidence of new insight/reflections
2. Candidates desiring promotion to Professor will notify the Department Chair in writing by August 1 of their intent to prepare and submit promotion materials for a change in rank to Professor. Candidates will prepare and submit promotion materials with supportive material for review by the Committee of Professors. The promotion materials shall provide evidence that the candidate meets the requirement for the rank of Professor as described in “Guidelines for Submitting Nominations for Promotion to Professor” (Appendix E.1).
 - (a) Candidate selecting to prepare a portfolio shall follow the “Portfolio Contents for Promotion to the Rank of Professor” (Appendix E.2)
3. Letters of Recommendation:
 - (a) Candidate will send names and addresses of persons who had agreed to write letters to the Department Chair in August.
 - (b) Department Chair will send a letter of instruction to the persons submitted by the candidate indicating that letters are to be sent to the Department Chair.

- (c) Department Chair will send a copy of the letters to the Chair of the Committee of Professors for review by the Committee of Professors.
 - (d) Letters are returned to the Department Chair who forwards them to the Dean along with the recommendation regarding the promotion.
4. By August 15, Department Chair will notify Chair of the Committee of Professors of the names of candidates who indicated their intent to submit promotion materials for change in rank to Professor. Chair of Professors will then assign a mentor to each candidate and provide instructions to candidates on the number of copies the promotion materials to prepare and to whom they should be sent.
 5. Copies of the promotion materials are due to members of the Committee of Professors by December 1.
 6. Timeline:

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| May 1 | Department Chair invites all eligible Associate Professors to consider submitting promotion materials for rank change to Professor. |
| August 1 | Candidates indicate their intent to submit promotion materials for rank change to Professor to Committee of Professor's Chair and provide Department Chair with names and addresses of persons who have agreed to write letters of recommendation. |
| August 15 | Chair of Committee of Professors assigns a mentor (if one has not already been assigned to each candidate) and provides candidates with number and mailing instructions for copies of the promotion materials. |
| November 1 | Chair of Committee of Professors appoints Primary and Secondary readers. |
| December 1 | Copies of promotion materials and support materials are due to the Committee of Professors. |
| January | Committee of Professors Meeting |
| March 1 | If the promotion is affirmative, it will be forwarded to the Department Chair (with a copy of the letter to the candidate) who will forward the recommendation to the Dean. The Dean will review the recommendation and, if in concurrence, will forward it to the Chancellor for a similar review and on to the Board of Regents who will act on all promotions at their June meeting. The Chancellor will notify the candidate of the Board's action in July. If the promotion is not approved, the Committee Chair will communicate it to the candidate with a copy to the Department Chair. The candidate may resubmit the following year. Department Chair sends recommendations on promotions to Dean. |
| July 1 | Rank changes become effective. |

Appendix E.2

Portfolio Contents for Promotion to the Rank of Professor

The candidate is requested to provide items described below. Please use a minimum of a 10-point font and one-inch margins (top, bottom and sides). Print shall appear on only one side of each page.

1. Professional Resume (no more than five pages) Includes:
Formal Education and Other Significant Relevant Professional Development
Relevant Employment (indicate Extension employment and percent time employed by Extension)
Professional and University Contributions and Recognitions
Experience with Grants, Collaborations, Supervision
State, Regional, or National Publications or Materials Developed
State, Regional, or National Presentations
Program Materials Developed

2. Position Description(s)

Include current position description for programming appointment, administrative appointment, or other significant candidate roles for which a description exists. If a significant change has occurred in a candidate's responsibilities, the candidate may wish to include any relevant explanation.

3. One Multi-Year Plan of Work, Past Three Annual Plans of Work and Annual Accomplishment Reports (or equivalent documentation as required for the candidate's position), and Professional Development Plan.

Multi-year plan of work must have been implemented within the last five to seven years. Plan of work and annual accomplishment reports must correspond to multi-year plan of work.

4. Summary of Professional Contributions and Scholarship (no more than eight pages)

The purpose of this statement is to provide the candidate with an opportunity to reflect upon and assess professional contributions and scholarship. The candidate is responsible for analyzing career contributions, reflecting upon the most significant parts, developing a framework for describing the contributions, and explaining the impacts and implications for the intended audience, as well as the profession.

5. Support Materials

The candidate may select materials that support and clarify the Summary of Professional Contributions and Scholarship. No more than 25 supportive exhibits are permitted. An exhibit is one item (newsletter, news release, teaching packet, etc.) Only relevant materials which help to explain or illustrate the narrative portion of the portfolio should be included. For all supportive materials, the unique contribution of the candidate must be specified.

6. Past Three Administrative Performance Reviews

The Department Chair from the District Director or equivalent requests these documents from administrator.

7. Peer Review

Chair of Committee of Professors will request copies of tenured faculty review and/or peer review summaries for the candidate from the Department Chair.

8. Letters of Recommendation (three to five letters from colleagues and professionals who are familiar with the candidate's professional contributions and scholarship).

The Department Chair requests these three to five letters.

Appendix E.3
Promotion Materials Review Sheet for Promotion to the Rank of Professor

Professor Candidate _____ **Date** _____

Name of Reviewer _____

Criteria	Strengths	Needs Further Development
1. Evidence of successful scholarship as defined in Appendix I.B		
2. Evidence of continuing professional development		
3. Evidence of leadership in program development		
4. Evidence of effective working relationships with colleagues and clientele		
5. Contributions to the profession, department and university		
6. Probability of positive future contributions to the profession, department and university		

Criteria	Strengths	Needs Further Development
7. Evidence of exemplary teaching ability		
8. Evidence of significant research and publication		
9. Evidence of grantsmanship collaboration and supervision		
10. Demonstrate leadership in academic affairs		
11. Evidence of new insight/reflections		

Recommend _____ for promotion to Professor.
 ___ Yes ___ No Approved by committee of professors _____/20 ___

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