

1 Pre-Promotion Review Process

2 (Approved by PRC 11/2/16; revised 3/3/17; 3/22/17)

3 Pre-Promotion Review

4 Effective 2017-18 faculty members must complete the pre-promotion review process one calendar
5 year prior to submission of the application for promotion. The pre-promotion process is a one-
6 time non-binding process required only before the first application for promotion to a given rank.

7 Pre-Promotion Review Process for LCOB faculty

8 The faculty member submits the pre-promotion materials to the authorized reviewers by October
9 1st. The pre-promotion materials are maintained in a secure location that is accessible to
10 authorized reviewers. Written feedback from each of the authorized reviewers is provided to the
11 faculty member by November 15.

12 Authorized Reviewers

13 Each LCOB promotion candidate will have two authorized reviewers: (1) the faculty member's
14 supervisor (Chair or Director) and (2) either the Peer Review Committee, or a designated LCOB
15 faculty member who has been promoted recently to the rank being sought. This designated LCOB
16 faculty member shall be chosen by the candidate and agree to serve by October 1.

17 Pre-Promotion Review Materials

18 At minimum, the faculty member shall submit the documents listed below. Additional documents
19 may be included. All materials shall be presented in one 3-ring binder, organized using labeled
20 tabs.

- 21 • Draft Table of Contents
- 22 • Draft Promotion Narrative;
 - 23 ○ For ranked faculty and instructors, the promotion narrative should demonstrate:
 - 24 ■ Evidence of quality and effective teaching including the candidate's teaching
25 philosophy and experience
 - 26 ■ For ranked faculty, evidence of quality research/scholarship activities, and
27 how they contribute to teaching or the discipline
 - 28 ■ For instructors, evidence of quality professional development activities, and
29 how they contribute to teaching or the discipline
 - 30 ■ Evidence of contributions to the department/college/university, community,
31 and/or the profession through service
 - 32 ○ For advisors, the promotion narrative should demonstrate:
 - 33 ■ Evidence of quality and effective advising, including the candidate's advising
34 philosophy and experience
 - 35 ■ Evidence of professional development and how their activities contribute to
36 their role as an academic advisor.
 - 37 ■ Evidence of contributions to the department/college/university, community,
38 and/or the profession through service
- 39 • Up-to-date Curriculum Vitae