

Associate to Full-Professor Timeline (Effective August 1, 2026)

Years 1-3 in rank	Year 4	Years 5-6 in rank	Year 7	Year 8	Year 9
Departmental review committee observations completed annually	Materials-only review Step 1: Candidates submit to FRC: • CV • 12-pg (max) case-making Statement • Supporting Evidence • Downloaded IDEA report for qualitative and quantitative data • IDEA spreadsheets with themes/trends Dept. Chair submits: • Department letter • Review of service (letter/s solicited by chair) Step 2: FRC reviews materials Step 3: FRC sends letter with outcome labels to candidate, Chair, and Division Dean 1. Satisfactory progress 2. Significant concerns Step 4: Faculty member may request an in-person debrief with their Chair and FRC representative after receiving the letter.	Departmental review committee observations completed annually Candidates in the 5th year at the Associate Professor Rank may opt in for review for early promotion with review to take place in year 6 or 7 (no change). Early promotion candidates implement year 7 procedures the year before they seek promotion.	Departmental review committee observations completed. Spring semester: Candidate notifies Academic Affairs of decision to be reviewed for promotion in year 8.	<i>Candidates who do not opt in for promotion review in year 8 will have a materials-only review again, but with a committee of 3 FRC members.</i> Candidates for promotion: Step 1: Candidates submit to FRC: • CV • 15-page (max) case-making statement • Supporting Evidence • Downloaded IDEA report for qualitative and quantitative data • IDEA spreadsheets with themes/trends Dept Chair submits: • Department letter • Review of service (letter/s solicited by chair) • Outside review of professional activity and external service (up to 3 letters solicited by chair) Step 2: FRC reviews materials and meets with candidate and Chair (no change from current practice) Step 3: FRC votes to recommend or not recommend the candidate for promotion to Full Professor (no change) Step 4: Recommendation is presented to the President; candidate receives a letter with results (no change) Step 5: Candidate may initiate appeal process for denial of promotion (no change) Step 6: Recommendations confirmed by Board of Trustees in spring (no change)	Candidates promoted to Full shift to 5-year review cycle. No change, other than that candidates will get one of two outcomes: Candidates not promoted may opt in for review for promotion in year 10 (no change). Candidates who do not opt in for promotion review in year 8 may opt in for review for promotion in year 10 OR to delay review for 2 more years. Candidates who do not opt in for promotion review must go through regular review every four years until opting in for promotion review; alternating reviews will be in person.