

Marcus Institute for Aging Research Promotions Process
Approved by vote at faculty meeting 3/8/2010

Overview of Faculty Promotion Process

To initiate promotion of a faculty member, the candidate's mentor will submit to the Senior Faculty Council (SFC) the candidate's name to be placed on the agenda of the subsequent SFC monthly meeting. At that subsequent meeting, the members present will act as the Promotions Committee for the candidate(s) being discussed. The purpose of the Promotions Committee is threefold: 1. to provide feedback to the candidate and mentor regarding academic advancement; 2. to assist the Marcus Institute for Aging Research director in making a decision regarding promotion of the candidate; and 3. to assure that the promotion process is completed (i.e. that the director communicates a decision to the candidate in a timely manner). After the promotion is discussed by the Committee, a recommendation regarding promotion is made to the Director of the Institute. The Director makes the final determination as to whether the candidate is promoted or not, guided by the committee's recommendation.

Materials for Promotion Process

The candidate's mentor will provide the members of the Promotions Committee the appropriate materials for review of the candidate consisting of: 1. a letter requesting promotion addressed to the director, explaining how the candidate meets criteria for promotion; and 2. the candidate's CV. Letters of recommendation are not required but could represent additional information if requested by the Promotions Committee.

Tasks of the promotions committee

The Promotions Committee will evaluate candidates for promotion using the guidelines given in the "Faculty Ranks and Descriptions" and make a recommendation regarding promotion to the Director of the Institute. A recommendation to the Director of the Institute will be made at the conclusion of the meeting unless further materials are needed, in which case one additional meeting may be required. Candidates are to be informed in a timely fashion if a recommendation is delayed.

In evaluating candidates for promotion, the Promotions Committee will operate under a consensus model, in a spirit of impartiality, to recognize achievements of faculty and recommend candidates for promotion.

Proceedings are to be confidential. Minutes will be recorded and kept in a "promotion file" accessible only by the Vice President of Research Administration.

Amendment 7/18/2012:

All criteria will be reviewed relative to the candidate's prior promotion.