




# College of Fine Arts

## Promotion to Full Professor




# Why seek promotion to full professor?

- Respect and reputation
  - Full and unrestricted privileges in faculty governance and processes
  - Recurring salary increase (for AY 2022-23, it was the larger of \$10,000 or 10%)
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# Areas of Contribution

- **Teaching**
  - **Research, Scholarship, and Creative Endeavors**
  - **Mentoring**
  - **Service**
  - **Honors and Grants**
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# Criteria for Promotion to Full Professor

## ➤ Same as for tenure in that:

- Evaluation criteria and standards depend on the field
- Need to demonstrate impact on the field
- Research is the most important category
- A long and continuing TRAJECTORY of success is important

## ➤ Different than for tenure in that:


- Not up-or-out; no mandated timeline
- Less about demonstrating a national/international profile and more about expanding/sustaining the impact you've already demonstrated
- No longer protected from service obligations, so there's often a higher expectation of impact in service, like leadership or professional service
- Teaching is less about "can you teach well enough" and more about what has been the impact of your teaching and mentorship

# What kinds of evaluation criteria are used in research?

- Depends on the field
- Demonstrating a national or international profile in your field
- **IMPACT** (on field)
- Examples (may not apply in all cases):
  - Selection by peer review or similar
  - Reputation of the performance/exhibition venue or press or fellowship
  - Critical review, citations, etc.
  - Reputation of collaborators, directors, curators, etc.
  - Quantity
  - Quality



# Promotion Process Overview

- Annual Review and Comprehensive Periodic Review
  - Peer Teaching Observations
  - External Reviewers
  - Department → College → President's Committee
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# Promotion Timeline

- When should I go up for promotion?
- Personal Circumstances Flags
- Promotion is considered “accelerated” if it occurs prior to the sixth year in rank
- What does “normative time in rank” mean and why do we care?
- What do I do if I’ve been in rank for a long time?

## How and when do I request review for promotion?

- ▶ In early spring before the fall semester your review would occur, do the following:
  - ▶ Write to your chair/director (or EC/BC) requesting review for promotion. Put it in writing.
  - ▶ Chair/director discusses with EC/BC and decides if you can be reviewed for promotion next year.
  - ▶ Despite popular opinion, there is no specific date by which to request promotion review.
- ▶ Special Note: Associate Professors can skip the above step and instead compel promotion review to occur if they have been in rank at UT longer than 10 years. To do so, you must write the department chair (or EC/BC) invoking this right by Feb 1.



# Summary of Promotion Dossier Contents

<https://provost.utexas.edu/the-office/faculty-affairs/promotion-tenure/>

- Dean Statement
- Chair Statement
- CV
- Teaching (EC statement, candidate statement, six-year record of courses taught and CIS/CES results, list of peer teaching observations)
- Research (EC statement, list of five most significant works in rank, candidate statement, selectivity of outlets table)
- Mentoring (EC statement, candidate statement, list of grad students and post doctoral fellows supervised)
- Service (EC statement, candidate statement)
- Honors and Grants (EC Statement, candidate statement)
- External Review Letters (5) (chart of reviewers, list of materials sent, declinations)
- Supplemental (six years of CIS/CES written comments, copy of five most significant works, letters from collaborators, other supplemental materials, copy of all works in rank, copy of in-progress works, teaching portfolio, peer teaching observations (3))



## Advice for assembling a good-looking promotion dossier

- Read and follow the P&T guidelines for the specific year when you go up for promotion
- The CV is important
- Think about what is “above the fold”
- Write for an academic, but non-expert-in-your-field audience
- Have others read and edit your statements
- The content should matter more than the presentation, but you don’t want to make it hard for the readers
- Staff help with assembling the dossier, but it is your dossier and your career and you decide what goes in it

# Major Changes (last 10 years) to P&T Processes for Promotion to Full Professor

- ▶ Electronic file only (no bins!)
- ▶ Peer teaching observations (3)
- ▶ CV contents and formatting
- ▶ Outlets Table Document
- ▶ External Reviewers (5)
- ▶ Six years of CIS written comments
- ▶ Personal circumstances flags
- ▶ In-progress and in-preparation works
- ▶ ~Feb 15 results announced
- ▶ President's committee membership
- ▶ "Mentorship" not "Advising"
- ▶ Emphasis on Trajectory
- ▶ Emphasis on Impact
- ▶ Conflict of interest steps
- ▶ Tightened EC/BC procedures
- ▶ Optional COVID statement
- ▶ Required candidate statements on all 5 areas



**Questions?**



# **Additional Resources**



# Where to go with questions/concerns

## Your chair/director:

Susan Rather, Chair, Department of Art and Art History

Peter Carpenter, Chair, Department of Theatre and Dance

Susan Thomas, Director, Butler School of Music

Michael Baker, Chair, Department of Arts and Entertainment  
Technologies

Kate Canales, Chair, Department of Design

## Your faculty affairs coordinator:

Michelle Harper, Department of Art and Art History

Cassie Gholston, Department of Theatre and Dance

Andrea Melendez, Butler School of Music

Cameron Weed, School of Design and Creative Technologies

Ramón Rivera-Servera, Dean

Tim Crewick, Director of Faculty Advancement



# FAQ's



- At what rate do faculty attain tenure at UT?
  - See Data and Success Rates: <https://provost.utexas.edu/faculty-affairs/promotion-and-tenure>
- Is it reasonable to expect that all levels of review in the P&T process will agree?
  - No, P&T procedures are multi-leveled and involve professional colleagues from many different areas of the institution. Your case should be so compelling it elicits positive endorsements from a wide range of individuals.
- Should we shape our work based on what is going on at the university/what's being valued?
  - The university is deferential to the standards in your field for professional excellence. It will be noticed if you're also doing things that reflect UT's contemporary mission, but focus more on standards in your field.



# FAQ's Continued

- ▶ Is it true that what really matters to this review is what I've accomplished while in a full-time appointment at UT?
  - ▶ Yes, but if you have remarkable credits before UT they should be represented somewhere in the file.
- ▶ Should I include all my professional credits even if they don't relate to my current research?
  - ▶ Focus on credits that are most important/lasting/good and leave out less important credits if they will cause confusion.
- ▶ Can I link to creative work (sound files, videos, online portfolios, etc.) in my CV or Scholarly/Creative Works document?
  - ▶ Yes, and you should as much as possible. It will bring your file to life and energize the committee.
- ▶ How do I define my forthcoming works?
  - ▶





# Reference material for faculty evaluation, promotion and tenure

College of Fine Arts Faculty Promotion and Tenure website resources:  
<https://sites.utexas.edu/cofafaculty/evaluation/promotion-tenure/>

President's Letter & Guidelines on Faculty Promotion & Tenure:  
<https://provost.utexas.edu/faculty-affairs/evaluation>

Faculty Leaves (HOP 2-2210):  
<https://policies.utexas.edu/policies/faculty-leaves-and-special-academic-assignments>

Extension of Probationary Period (HOP 2-2020):  
<https://policies.utexas.edu/policies/extension-tenure-track-probationary-period>



## Reference material for faculty evaluation, promotion and tenure, continued

Academic Titles and Tenure (HOP 2-2010):

<https://policies.utexas.edu/policies/academic-titles-and-tenure>

Faculty Sick & Parental Leave Policies:

<http://sites.utexas.edu/cofafaculty/faculty-policies/>

Family Friendly Policies and Resources:

<http://sites.utexas.edu/cofafaculty/faculty-policies/> and  
<https://provost.utexas.edu/faculty-affairs/life-and-work>

Office of the Provost resources:

<https://provost.utexas.edu/faculty-affairs>

# Research Support

- ▶ Fine Arts Faculty Research Leave for tenure-track Assistant Professors – guaranteed one semester research leave or equivalent in course load reductions – inquire with Chair/Director
- ▶ Comprehensive list of research support  
<https://sites.utexas.edu/cofafaculty/research-2/research/>
- ▶ COFA Faculty Development & Travel Funds – inquire with Chair/Director
- ▶ Dean's Fellow/Ducloux Fellowship – inquire with Chair/Director  
<http://sites.utexas.edu/cofafaculty/faculty-policies/faculty-research-leaves/>
- ▶ Summer Research Assignment (SRA) – Faculty Development Program  
<https://gradschool.utexas.edu/faculty/summer-research-assignments>



# Research Support, continued

- ▶ Subvention Grants – Office of the Vice President for Research  
<https://research.utexas.edu/resources/funding/ovpr>
- ▶ Special research grants – Office of the Vice President for Research  
<https://research.utexas.edu/>
- ▶ Big XII Faculty Fellowship Program – Office of Graduate Studies  
<https://gradschool.utexas.edu/faculty/big-xii-faculty-fellowships>
- ▶ National Center for Faculty Development & Diversity Institutional Membership and Faculty Success Program  
<https://provost.utexas.edu/diversity/national-center-faculty-development-diversity-membership>



# Teaching Support



- ▶ Center for Teaching and Learning: <https://facultyinnovate.utexas.edu/>
- ▶ Review your CIS/CES results each semester  
<https://utdirect.utexas.edu/ctl/ecis/results/mycis.WBX>
- ▶ COFA Teaching Load and Course Enrollment policy  
<https://sites.utexas.edu/cofafaculty/faculty-policies/faculty-workload/>
- ▶ Additional academic and administrative resources  
<https://sites.utexas.edu/cofafaculty/resources-2/resources/>

# Teaching Support, continued

## Enhance your teaching profile

- Seek out new teaching responsibilities, diversify course offerings, pioneer innovations in teaching methods, revise curriculum and syllabi regularly, use new technology in your teaching field.
- Review CIS/CES scores every semester. Regularly revise courses to improve CIS and student outcomes. MyCIS: <https://utdirect.utexas.edu/ctl/ecis/results/mycis.WBX> or Bluera <https://utexas.bluera.com/utexas/>
- Offer independent studies. Offer signature courses, where appropriate. <https://ugs.utexas.edu/sig>
- Increase student demand/enrollment in your courses by developing popular courses and teaching them well.
- Maintain a Teaching Portfolio that documents your curricular innovations and teaching excellence.



# Service and Mentoring Support

## Enhance your service profile

- Seek out and accept appointment to department, college, and university committees, including serving as committee chair or in a leadership role (program head, etc.) Participate in national or regional scholarly or professional organizations and conferences in your field.

## Enhance your mentoring profile

- Stay in touch with your students, past and present.
- Document any jobs you help them get after graduation. Develop a list of students you mentored directly and what jobs, internships, graduate programs they are now doing (or that you helped them get) after graduation.
- Mentor your students successfully to professional or academic outcomes and document it.