

# BEST PRACTICES IN MENTORING AND PROMOTION OF ASSISTANT PROFESSORS

---

## Communicating the Promotion Process

The institutional policy on faculty promotion and tenure, including eligibility criteria, expectations, and process is codified in the Faculty Handbook, Chapter 5. In addition, each college and department will communicate to faculty what their criteria and expectations are for promotion from assistant to associate professor. This information must be documented in college and department governance documents and easily accessible to faculty. While college and departmental governance documents may expand upon the promotion and tenure expectations documented in the Faculty Handbook, they may not contradict it.

Review of progress towards promotion to associate professor and planning for advancement is expected to be part of every faculty member's annual performance evaluation. Department chairs will discuss planning and preparing for promotion to the rank of associate professor in the context of the faculty member's individual Position Responsibility Statement (PRS).

Assistant professors seeking promotion should have a solid reputation and show promise of further development and productivity. For more information, review Faculty Handbook Associate Professor and/or Tenure Section 5.2.3.2.

## Mentoring and guidance

Assistant professors should develop a plan for promotion with input from valued mentor(s) and their department chair.

In addition to their departmental mentor, assistant professors are encouraged to identify successful senior colleagues (within or beyond department) to serve as mentors.

The department chair, mentor, or senior colleague should nominate the faculty member for appropriate college, university and professional society awards with the goal of progressively prestigious recognitions.