

College	The College of Liberal Arts and Sciences
Unit	School of Human Evolution and Social Change
Document	Fixed Term Academic Professionals Promotion Criteria

Unit and college approval

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SHESC PROMOTION GUIDELINES AND PROCEDURES - ACADEMIC PROFESSIONALS

Approved Fall 2013

1. INTRODUCTION

Academic Professionals are involved with research, academic support, and teaching/mentoring programs in SHESC. They support, maintain, and enhance academic programs in the school and may be employed in a wide range of job titles. Examples of Academic Professional positions in SHESC may include directing academic student services, managing museums and museum studies, software engineering, or managing laboratories. Each position has its own job description that enumerates duties specific to each position but there are general categories of responsibility that are applicable to all positions as listed in ASU guidelines in the Academic Affairs Manual (ACD 202-2): Position Effectiveness, Professional Contributions, and Institutional, Professional, and Community Service.

Academic Professionals may be appointed at a rank of Assistant, Associate, or Senior (Full).

2. ACADEMIC PROFESSIONAL RANKS OF APPOINTMENT

Assistant: Academic Professionals appointed at this entry-level rank must meet the minimum qualifications for appointment as defined by SHESC. Ordinarily, academic professionals have earned an advanced degree or have acquired a high level of the particular skills needed for a position. As assistant academic professionals gain experience, they are expected to improve in position effectiveness, demonstrate growth and involvement in professional contributions, and establish a record of service.

Associate: Academic professionals appointed at associate rank must exceed the criteria for initial appointment at assistant rank and meet the criteria for appointment to the associate rank as defined by SHESC.

Full or Senior: Academic professionals appointed at full or senior rank must exceed the criteria for associate rank, have substantial professional experience, and meet the criteria for appointment to the full or senior rank as defined by SHESC.

3. RENEWAL OF MULTI-YEAR APPOINTMENTS

For renewal of a multiyear academic professional position the academic professional should have advanced in their career and provided significant contributions to the school as appropriate and as consistent with the position description and annual work plans.

4. GENERAL CRITERIA FOR PROMOTION OF ACADEMIC PROFESSIONALS

The purpose of promotion is to recognize and reward accomplishment. Academic professionals at ASU are promoted based on proven excellence in Position Effectiveness, Professional Contributions, and Institutional, Professional, and Community Service.

Excellence is achieved in the context of the program in which the academic professional works (ACD 507-07). In SHESC, promotion in rank depends upon contributions to the mission and goals of the school. The scheduling of all personnel procedures is subject to the "Schedule of ASU Academic Personnel Actions" disseminated each year by the Office of the Provost, the Office of the Dean, and the Director.

After initial appointment in SHESC, each candidate for promotion will be judged primarily on the quality of performance in her/his assigned responsibilities consistent with the appropriate job description and on whether she/he meets the criteria for the next rank.

Criteria for promotion to a higher rank will include sustained superior performance as well as the accumulation of the necessary experience and knowledge to fulfill the qualifications for each advanced rank. Documentation of progress toward promotion in SHESC may include items such as professional and peer recognition, contributions to externally funded projects, teaching evaluations (where appropriate to the position), awards, service in professional associations, and service within the academic community and professional or disciplinary contributions.

Promotion occurs in sequence: from assistant to associate and from associate to full.

Promotion to Associate

Academic Professionals promoted to associate rank must have attained considerable expertise in the areas of competence required of their positions. Associate academic professionals must demonstrate excellence in position effectiveness, continued professional contributions, and growth and involvement in university and community service (ACD 507-07).

Promotion to Full

Academic professionals promoted to full rank must have demonstrated a high level of effectiveness and should be considered experts in their chosen fields. At this rank, both professional contributions and service activities must involve sharing knowledge and experience with others by providing substantial guidance and leadership in areas of professional or academic interest (ACD 507-07).

There is no prescribed timeline for promotion to a higher rank and promotion does not occur automatically with the passage of time. A candidate seeking promotion from associate to full should expect to accumulate a record of accomplishment by working for at least five years at the associate level.

5. APPLICATION FOR PROMOTION

The candidate is responsible for providing adequate information to the Promotion Committee within the time frame established by the School, College, and University. Because the nature of academic professional positions may be quite different, the materials submitted may vary depending on the academic professional's role and responsibilities.

See the Provost's website:

(https://provost.asu.edu/sites/default/files/ProcessGuide_AP_ontrack_Promotion.pdf or https://provost.asu.edu/sites/default/files/ProcessGuide_AP_FixedTermPromotion.pdf) for specific information on what information the promotion application should contain and the format in which it should be submitted (i.e., curriculum vitae, personal statement, etc.). The Promotion Committee may request through the School Director additional materials from the candidate if deemed necessary.

Generally, the application should also include:

- 1) His or her position title, name of program administered, program mission, approximate number and type of constituents served by the program annually (e.g., students, community members, agencies, etc.), and the program's contribution to the School's and the University's mission.
- 2) His or her role and responsibilities in the program, copy of job description, and date of appointment to the program.

3) Evidence regarding the program's quality and effectiveness (e.g., formal or informal program evaluations) for the time period since appointment to the program or last promotion, whichever is most recent.

4) Evidence regarding the quality of his or her leadership as well as his or her contributions to School, College and University missions. Since administration is manifested in multiple activities, these contributions to organizational missions may include evidence related to instruction, public engagement, and service, as well as criteria laid out above.

6. PROMOTION PROCEDURES

6.1 Purpose.

The purpose of the promotion review is to ascertain whether an academic professional has met the criteria for promotion in SHESC.

6.2 Evaluation Procedures

Each candidate will be reviewed by the SHESC Promotion Committee. The Promotion Committee for academic professionals will be comprised of all SHESC faculty and academic professionals at or above the rank for which the candidate is being considered. The SHESC Director will evaluate all relevant and required information about the candidate, including the recommendation from the Promotion Committee. The Director will write her/his own letter to the Dean of the College of Liberal Arts and Sciences (CLAS), including a recommendation for granting or denying promotion. For evaluation procedures in the college and university after the promotion case leaves SHESC, see information disseminated by the Office of the Provost and the Office of the CLAS Dean.