COLLEGE OF HEALTH SCIENCES
Department of Rehabilitation & Clinical Sciences

Procedural Steps for Communication with Faculty for Promotion to Professor

1. The faculty member considering promotion, completes the Letter of Intent to Apply for Promotion form to notify the college prior to initiating the process for preparation and submission of their dossier. The Letter of Intent is forwarded to the Faculty Administrator.

2. Once the Letter of Intent has been received, the Faculty Administrator provides a promotion timeline to the faculty member and Chair. The timeline for dossier submission is consistent with that which is provided in the annual Provost’s memo regarding appointment, reappointment, promotion and tenure and with the timelines established by the College.

3. The Department Chair sends a memo to the faculty member requesting that they begin preparing their dossier documenting their activities according the Evidences of the College and outlines the promotion process.

4. The checklist provided by the Provost’s Office is used by the faculty member and the departmental administrative assistant to compile the dossier.

5. Requested letters from outside evaluators, including individuals suggested by the faculty member and those suggested by colleagues in the department are initially contacted via email by the Chair. When affirmative responses are received, documents are forwarded accordingly, along with a cover letter describing the contents and the instructions for review.

6. Requested written input from tenured faculty members at the rank of Full Professor in the Department of Rehabilitation Sciences or Department of Clinical Sciences (excluding those serving on the College Appointments, Promotion and Tenure (APT) Committee), are contacted via email by the Chair.

7. After all letters are received the dossier is then reviewed by the Department Chair who provides a letter to the dossier.

8. Once the dossier is complete, it is submitted to the Office of the Dean where an EO2 form is generated by the Faculty Administrator and added to the dossier.

9. The Faculty Administrator then schedules a meeting for the APT Committee to meet and review the faculty member’s dossier. The committee drafts a letter of review to the Dean.

7. The dossier is then reviewed by the Dean of the College of Health Sciences and the letter of review is added to the dossier.

8. The dossier is then forwarded to the Provost's Office.
PROCEEDS OF HEALTH SCIENCES
Department of Rehabilitation & Clinical Sciences

Procedural Steps for Communication with
Faculty for Promotion to Associate Professor

1. The Faculty Administrator provides a promotion timeline to the faculty member and Chair. The timeline for dossier submission is consistent with that which is provided in the annual Provost’s memo regarding appointment, reappointment, promotion and tenure and with the timelines established by the College.

2. The Department Chair sends a memo to the faculty member requesting that they begin preparing their dossier documenting their activities according the Evidences of the College and outlines the promotion process.

3. The checklist provided by the Provost’s Office is used by the faculty member and the departmental administrative assistant to compile the dossier.

5. Requested letters from outside evaluators, including individuals suggested by the faculty member and those suggested by colleagues in the department are initially contacted via email by the Chair. When affirmative responses are received, documents are forwarded accordingly, along with a cover letter describing the contents and the instructions for review.

6. Requested written input from tenured faculty members in the Department of Rehabilitation Sciences or Department of Clinical Sciences (excluding those serving on the College Appointments, Promotion and Tenure (APT) Committee), are contacted via email by the Chair.

7. After all letters are received the dossier is then reviewed by the Department Chair who provides a letter to the dossier.

8. Once the dossier is complete, it is submitted to the Office of the Dean where an EO2 form is generated by the Faculty Administrator and added to the dossier.

9. The Faculty Administrator then schedules a meeting for the APT Committee to meet and review the faculty member’s dossier. The committee drafts a letter of review to the Dean.

7. The dossier is then reviewed by the Dean of the College of Health Sciences and the letter of review is added to the dossier.

8. The dossier is then forwarded to the Provost's Office.