

## Policy: Letter of Intent to Apply for Promotion

Update: 3/9/2022

### Overview

Faculty members intending to apply for promotion must notify the college prior to initiating the process for preparing and submitting the dossier for review. Submitting a Letter of Intent will ensure that sufficient time and notice is provided at each step of the process thus providing ample opportunity for a fair and thorough review of the application. This policy applies to the following:

- Promotion to Associate Professor or Professor in non-tenure track title series (Research Title and Clinical Title)
- Promotion to Full Professor in a tenure track title series (Regular Title and Special Title)
- Promotion to Senior Lecturer
- Promotion to Associate Professor with tenure prior to the typical timeline

**NOTE:** This process is NOT intended for faculty in tenure track title series positions planning to participate in the typical comprehensive tenure and promotion review scheduled during the end of the next-to-last year of the probationary period (typically the 6<sup>th</sup> year) or who are requesting consideration during the terminal contract year (typically the 7<sup>th</sup> year) or prior to the 6<sup>th</sup> year. These faculty will work closely with the Chair in accordance with the relevant administrative regulations (<http://www.uky.edu/regis/files/ar/ar2-1-1.pdf>).

### Process

1. The faculty member considering promotion should first consult with their Department Chair for input and guidance. Department level evidences for appointment, promotion, and tenure should be consulted as part of the discussion. These are found at: <http://www.uky.edu/healthsciences/about-us/administration/office-academic-and-faculty-affairs>
2. The faculty member completes the Letter of Intent, obtains Chair's signature, and forwards the completed letter to the Faculty Administrator. This completed letter must be submitted electronically **NO LATER THAN July 1, 2022. It is strongly advised that this be done earlier so that ample time is available to prepare the dossier and to secure external reviewers.**
3. Once the Letter of Intent has been received, the Faculty Administrator will provide a promotion timeline to the faculty member and Chair, and necessary individuals will be notified.
4. The timeline for dossier submission will be consistent with those provided in the annual Provost's memo regarding appointment, reappointment, promotion and tenure and with timelines established by the College.

### Draft Timeline

<i>July 1</i>	<i>Letter of Intent due to Faculty Administrator</i>
<i>September 2</i>	<i>Initial dossier prepared from materials supplied by the chair and faculty member</i>
<i>September 5-16</i>	<i>Chair Initial Review &amp; Revisions</i>
<i>October 14</i>	<i>External review letters due to department chair</i>
<i>November 4</i>	<i>Internal review letters due to department chair</i>
<i>November 11</i>	<i>Letter from department chair completed &amp; dossier submitted to Office of Faculty Advancement</i>
<i>November 14 -December 2</i>	<i>College P&amp;T Committee meets to review dossier</i>

<i>December 9</i>	<i>College P&amp;T Committee submits letter to the Office of Faculty Advancement</i>
<i>January 6</i>	<i>Review letter from Dean completed</i>
<i>January 6</i>	<i>Dossier due to Provost's Office</i>
<i>May (early)</i>	<i>Letters to Deans notifying them of final decisions (to be approved by Board of Trustees at subsequent BOT meeting)</i>

## **Resources**

[AR 2:1-1 Procedures for Faculty Appointment, Reappointment, Promotion, and the Granting of Tenure](#)

<http://www.uky.edu/healthsciences/about-us/administration/office-academic-and-faculty-affairs>

[AR 2:2-1 – Appointment, Reappointment, Promotion, and the Granting of Tenure in the Regular Title Series](#)

[AR 2:4 – Appointment, Reappointment, Promotion, and the Granting of Tenure in the Special Title Series](#)

[AR 2:5 – Appointment, Reappointment, and Promotion in the Research Title Series](#)

[AR 2:6 – Appointment, Reappointment, and Promotion in the Clinical Title Series](#)

[AR 2:9 – Lecturer Series Faculty](#)

## Letter of Intent to Apply for Promotion

*Due by July 1, 2022*

I intend to submit my dossier for consideration of promotion to \_\_\_\_\_ (rank) in the \_\_\_\_\_ title series. I understand that, if successful, my promotion will be effective July 1, 2023. My signature below indicates my agreement to comply with the guidelines published by the provost and the College of Health Sciences processes and deadlines provided by the CHS Office of Faculty Advancement. I have consulted with my Department Chair regarding my intention, and his/her acknowledgement is indicated below.

\_\_\_\_\_  
Faculty Member (Printed Name)

\_\_\_\_\_  
Faculty Member (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
The faculty member has consulted with me about his/her intent to submit a dossier for promotion.

\_\_\_\_\_  
Department Chair (Printed Name)

\_\_\_\_\_  
Department Chair (Signature)

\_\_\_\_\_  
Date

*\*Submit the completed form by email to Faculty Administrator at [clblac3@uky.edu](mailto:clblac3@uky.edu)*