



GSD Practice Faculty and Senior Lecturer Review Timeline & Process

- *Review for Appointment from **Assistant Professor in Practice** to **Associate Professor in Practice***
- *Review for Appointment from **Associate Professor in Practice** to **Professor in Practice***
- *Review for Reappointment at Rank for **all practice positions and non-tenured senior positions (Professor in Practice, Senior Lecturer, Associate Professor in Practice, Assistant Professor in Practice)***

Most non-tenured voting faculty appointments are made for five years. Normally, reviews for promotion or reappointment occur in the penultimate or final year of the appointment.

SPRING SEMESTER BEFORE REVIEW YEAR

Sometime during the semester in the course of meeting with mentors and your department chair, it is advisable to incorporate discussion and seek their advice about which materials (particularly for publications/design portfolio) will be submitted with your review dossier. You may be asked to make an informal presentation of your work to senior faculty in your department.

Sample promotion material dossiers may be viewed in the Faculty Affairs office. Digital files should be submitted, along with two printed copies.

Submit the following to Faculty Affairs by **April 1**:

- Updated Curriculum Vitae
- List of potential evaluation letter writers (*names, titles, and contact information for three to five references from outside the GSD, some or all of whom may be asked to write on your behalf. They should be at the rank of associate professor or above, with most of the letters from full professors. One or two non-academic references are allowed as well.*)

Submit the following to Faculty Affairs by **July 1**:

- Updated Curriculum Vitae
- Academic statement (*past accomplishments and future goals in both research and teaching*)
- Portfolio of design work, if applicable
- Publications
- Syllabi of courses you have taught at Harvard
- Teaching evaluation summaries (*Faculty Affairs staff will compile these*)
- A set of 15-20 slides representing your creative work (design work or scholarship), if requested by your Chair
- Other relevant materials (*e.g., work conducted by students in your courses, mention of your work by others*)

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REVIEW YEAR

The Faculty Affairs office, guided by the department chair and review committee, will request external evaluation letters from scholars and/or practitioners outside Harvard. Once all of your reference letters have been returned, your materials will first be shared with the senior departmental faculty, who will have an opportunity to review and comment on your scholarship, design, teaching, and service. If they recommend for promotion or reappointment, a case supporting the decision will be written, your materials will then be presented to the Senior Faculty Council and Dean for their review and consideration. If the SFC recommends the appointment or reappointment, and the Dean approves, the dossier is then sent to the Provost's office for final review.

The entire process takes several months, and frequently takes both semesters, depending how fast letters are returned, how long the departmental review takes, and when meetings and votes are scheduled. Please refer to the [Faculty Appointments Handbook](#) for additional information about the review process.

Excerpted and condensed from the GSD [Faculty Appointments Handbook](#), pp. 27-29

This document is intended as a logistical guide for candidates for reappointment or promotion and is not intended to replace the detailed policies contained in the Faculty Appointments Handbook. If a discrepancy exists between language in this guide and in the Handbook, the language in the Handbook takes precedence.