



## GSD Tenure Track Promotion Process: Guidance for Submitting Dossiers

- *Review for Promotion from **Assistant Professor** to **Associate Professor***

*Most assistant professor appointments have a duration of five years. Most reviews for promotion occur in the fourth year, although departments have the flexibility to adjust timing and conduct the review in the fifth or sixth year. Six years is the maximum time permissible at the rank of assistant professor and ten years is the maximum time permissible as assistant and associate professor combined. Leaves of absence and other extenuating circumstances may extend this period with up to a maximum of two years possible “off the clock.”*

### **SPRING SEMESTER BEFORE REVIEW YEAR**

Sometime during the year 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 promotion dossier. In some cases, you may be asked to make an informal presentation of your work to members of the 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**:

- 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*)
- Plan for a public talk to be held in the fall semester; you should discuss this with your chair during the spring/summer prior to the review year.

***(continued on next page)***

## REVIEW YEAR

The Faculty Affairs office, guided by the department chair and review committee, will request external evaluation letters from scholars outside Harvard. You will be asked to make a presentation, open to GSD faculty and students, regarding a project or projects central to your work, during the fall semester.

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, a case memorandum supporting your promotion will be written by the department chair, and your materials will then be presented to the Senior Faculty Council and Dean for their review and vote. If the SFC recommends a promotion, 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 on 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. 25-27

*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.*