



## [GSD TENURE TRACK PROMOTION PROCESS: GUIDANCE REGARDING MILESTONES AND DOSSIERS](#)

### OVERVIEW

- The tenure track means that all assistant professors are guaranteed a promotion review to associate professor and all associate professors are guaranteed a promotion review to professor.
- Promotion from assistant professor to associate professor or associate professor to professor requires promotion committee review with external letters, followed by departmental review, Senior Faculty Council review, recommendation by the dean, and approval by the provost. The departmental senior faculty may serve as the promotion committee if requested by the department chair and approved by the dean. Promotion to a tenured position requires the president's approval and an 'ad hoc committee' will be formed to advise on the appointment. Please refer to the [Faculty Appointments Handbook](#) for full details of the relevant policies and procedures.
- It should be understood that the guarantee of a promotion review is not the same as a guarantee of promotion. Candidates for promotion review may decide for whatever reason not to seek a promotion review.
- Most assistant and associate professor appointments have a duration of five years. Most reviews for promotion to associate professor occur in the fifth year. Most reviews for promotion to professor with tenure occur in the penultimate year of the associate professor appointment.
- 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." For details about leaves and tenure clock extensions, please consult the [Faculty Policies Handbook](#).

### SPRING SEMESTER BEFORE REVIEW YEAR

- Sometime during the year in the course of meeting with academic 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.

- You will be asked to give a public presentation of a project that is central to your work, usually in an informal setting such as a lunchtime talk. This talk may occur in the spring prior to the review year or early in the Fall of the review year.
- Sample promotion material dossiers may be viewed in the Faculty Affairs office.

## **SUMMER PRIOR TO REVIEW YEAR**

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

- CV
- Research / Practice statement;
- Teaching statement
- Portfolio of design work, if applicable;
- Publications;
- List of courses you have taught at Harvard;
- Teaching evaluations (*Faculty Affairs staff will compile these*);
- List of theses advised (Master's and Doctoral)
- Other relevant materials (e.g., *work conducted by students in your courses, mention of your work by others*)

*Digital files should be submitted, along with **two printed copies**. Feel free to reach out to Faculty Affairs regarding secure file transfers and file sizes.*

## **REVIEW YEAR**

- The Review Committee or the senior faculty of the department will review the full dossier and the recording of the talk. At that point, a decision will be made whether to advance the case from the full internal review to the next stage, which is to request external letters.
- If external letters will be sought, the Faculty Affairs Office, guided by the department chair and review committee, will request external evaluation letters from scholars 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



again and comment on your scholarship, design, teaching, and service, in addition to the letters. 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. Promotion to a tenured position requires the president's approval and an Ad Hoc Committee will be formed to advise on the appointment.
- The promotion process typically occurs across both semesters of the review year, 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.

### **DEADLINES**

Promotion/review packages are due on July 1 prior to the academic year in which the review will occur. Please note that this is a firm deadline. Missing the deadline may jeopardize the review timeline, or make it impossible to conduct the review within the allotted timeframe. In addition, in the event that the deadline is not met, written notice of the outcome of the review may not align with the usual notice period for the appointment type in question; the notice period may be shorter, and closer to the end of the appointment term.

If there are unusual or exigent circumstances that affect your ability to meet the deadline, please bring this to the attention of the Faculty Affairs Office and your department chair as early as possible. Requests related to any deadline must be formalized in writing with appropriate copy to Faculty Affairs staff.

*This document is intended as a logistical guide for candidates for 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.*