DATE (preferably send in April to hold meet in in late May/very early June)

To: Heller faculty and researchers

From: --, Associate Dean, Academic Personnel

Re: Year-end Division Meetings re Promotions and other issues

cc: Dean --

As I believe most – but likely not all – Heller faculty and researchers know, the School is organized into four Divisions for the purposes of considering new hires and promotions. Our Divisions are analogous to university departments, and we include all professors, lecturers, scientists, and fellows in the Division lists (attached).

At the end of each academic year we assemble by Division to discuss how proposals for promotions for the coming academic year are made, as well as other issues that may affect the work of each Division and the School.

To that end I am leading meeting of the Divisions on the following dates and times:

* Health:
* Development & Conflict:
* Families, Communities, and Assets:
* Business:

If you cannot attend, you can catch up from colleagues about what happened. You can also write or talk to me.

One thing that I want to get clear is that there are essentially two paths to get considered for a promotion: (1) your supervisor or program/institute/center director proposes you; (2) you propose yourself to your supervisor, me, or the Dean. What follows in either path is a consultation on whether/how you meet promotion criteria. If it looks like you do, then the formal procedures outlined in the attached documents kick in.

To prepare for the meeting you might want to review the following documents that I have attached. They include:

* The Faculty Handbook, which governs most everything concerning faculty, including position descriptions and appointment and promotion procedures (Handbook…pdf).
* Descriptions of Scientist positions (Research position descriptions…pdf).
* Descriptions of Fellow positions (Program-or-fellow…pdf).
* Heller policy for appointment of Scientists and Fellows.doc.
* The summaries of our non-tenure faculty and scientist/fellow hiring and promotion procedures at Heller (Heller non tenure promotion procedures July 2013.doc and Heller scientist & fellow promotion procedures summary April 2014.doc).
* Our position rights and obligations summary (Rights\_Obligations…doc).

If you study these documents some of the realities of our academic community stand out. First, obviously we have hierarchies at Heller, and higher-rank people are the ones who are going to ultimately consider promotions from lower ranks. Second, there is a more subtle difference between people with “professor” in their title and the people with the other titles. When it comes to voting on promotions, “professors” can vote on scientists, fellows, and lecturers (if their rank is equal to or higher than the rank being considered), but scientists, fellows and lecturers can’t vote on “professors” regardless of rank. Third, non-tenured faculty cannot vote on hiring and promotions for people on the tenure track. Thus, although there are some rough equivalencies in the status across titles (Associate Professors=Senior Scientists=Senior Fellows=Senior Lecturers), that does not carry across all rights and responsibilities. In the end, Heller provides opportunities for promotions in all titles and ranks based on performance, and experience shows that there are paths for everyone to thrive here.

Here’s how the meetings will go:

* Highlights of promotion procedures and differences by title (ADAP)
* General discussion of promotion procedures and questions (all)
* Other issues
* Summary of next steps and how to follow up

I look forward to the meetings.