

Preparing for Promotion to Full Professor

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Tuesday, October 27, 2026



Northeastern
University

But first, introductions

- Name
- Department and College
- When did you join Northeastern?



A few notes

Differences from tenure consideration:

No clock: You declare intention to be considered and have a conversation with your department chair and/or associate dean/dean

You are not “reminded” as in tenure

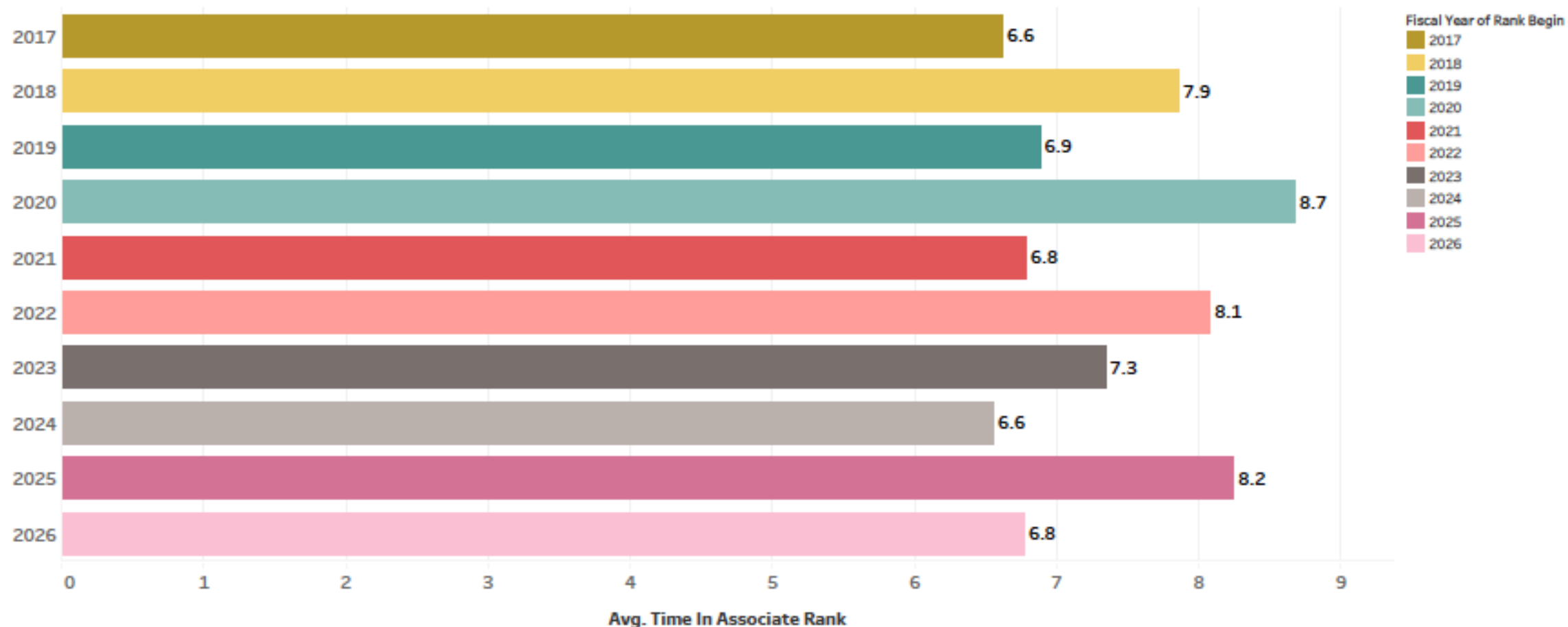
External Reviewers—all must be full professors or equivalent

Time span covered in dossier and supplemental materials

- All research/scholarship/creative activity since tenure, *and*
- All teaching and service since tenure, *or*
- At least the seven most recent years of your teaching and service



Average Time (in Years) to Promotion from Associate Professor to Full Professor, since fiscal year 2017



Data excludes Mills College at Northeastern faculty.
Fiscal Year runs from July 1st to June 30th of the respective year.
Data is as of Fall 2026, 9.24.2026

What is expected?

Evidence of *IMPACT*

- At a level distinct from and much higher than tenure consideration
- Impact, not promise
- With promise of your impact being sustained
- Measured in a variety of ways (h-index, leadership, innovation, external letters)

Evidence of Impact in Teaching

might include, in addition to continuing excellent classroom performance:

- Wider range of curricular contributions than at tenure
- Innovative pedagogy beyond what you did for tenure
- Program development beyond the course level
- Mentoring of junior instructors
- Lengthening record of students placed, publications with students; your students' success is yours
- Contributions to your field's pedagogical debates
- Leadership in the curricular and pedagogical space



Evidence of Impact in Research/ Scholarship/Creative Practice

might include, in addition to continuing to publish and present your work, obtain grants, present creative works . . .

- Citations and reviews of published work
- Increasing stature of publication venues
- Prestigious invitations; prestigious gallery showings or juried exhibitions
- High-profile professional service dependent on scholarly reputation
- Leadership in your field of study
- Engagement in larger-scale research collaborations; large grants
- International as well as national reputation



Evidence of Impact in Research/ Scholarship/Creative Practice

As noted by your external reviewers

- Who come from high-ranking institutions and are leaders in the field
- Who speak clearly to the impact of your research/scholarship/creative practice in the field
- They know your work and discuss its value
- They comment on the impact you have made in the field
- They likely know about your leadership in your profession
- They affirm, strongly, that you should be promoted to Professor and would be promoted at their university



Evidence of Impact in Service-Leadership

might include, in addition to robust departmental citizenship. . .

- Leadership at and beyond the university
- Shift from “service” towards *academic leadership*—at all levels of contribution
- Contribution to the success of others
- Wider college and university roles with demonstrable outcomes (e.g., Committee Chair, not Committee Member)
- Visible professional service premised on scholarly reputation; Leadership in professional organizations
- Editor of journal – not just on editorial board or ad hoc reviewer
- Responsibility for improvement as well as continuity



What will my promotion dossier contain?

Dossier *distills* your accomplishments

- *Curriculum Vitae*
- Statements reflecting on your trajectory in research, teaching, service
- Summary of teaching evaluations
- Previous performance evaluations

Your unit's promotion committee then adds...



Included in Dossier by Committee

- Confidential letters from external experts in the field evaluating your research/scholarship/creative work
 - 6-8 “arm’s-length” letters
 - Candidate may suggest referees and may request that some scholars not be considered as referees; final list by unit committee with dean’s review
- Confidential letters from external collaborators* in the field evaluating your research/scholarship/creative work
 - *added to model dossier in 2023; connect with your ADFA for additional information*
- Chair’s report, presented to unit promotion committee
- Unit report, including vote
- College advisory committee report (where applicable)
- Dean’s recommendation
- Candidate’s responses, if any, to unit/college/dean



What will my appendices contain?

Appendices document your accomplishments in teaching, research, and leadership

- All copies of publications, artistic programs, etc.
- Record of external funding
- Evidence of impact, if available—book or performance reviews, citations
- Teaching evaluations
- Sample syllabus and course materials
- Evidence of leadership in discipline and university



Promotion review for joint appointments

Faculty Handbook module on tenure and promotion of jointly appointed faculty

- Representative of secondary unit(s) of appointment serves on promotion committee **with full rights and responsibilities**
- Both primary and secondary unit deans contribute independent evaluations of the candidate (for cross-college joint appointments)
- If faculty member serves in units with chairs or equivalent unit heads, secondary unit head contributes to the primary unit chair's evaluation letter

See <https://faculty.northeastern.edu/handbook/>



Model Tenure and Promotion Dossier

Reflects Full Professor process

https://provost.northeastern.edu/wp-content/uploads/2026/07/Model-TP-Dossier_2026-07-01-updated.pdf

- Follow all guidelines in this document
- 100 page total = ~ 60 pages of material you supply
+
~40 pages of materials from your committee



Interfolio

Dossiers must be submitted electronically through Interfolio

Access Interfolio via the [EmployeeHub](#) portal using your Northeastern credentials

Interfolio facilitates the online submission and review of materials

- Candidate submits dossier materials and appendices
- Department or College collects and submits Faculty Summary Sheet, recommendations, and external letters
- Software is intuitive, any specific questions can be directed to your Associate Dean for Faculty Affairs or Margarita DiVall, Vice Provost for Faculty Affairs



Questions?

Please fill out the
evaluation survey at your
seat.

Thank you!

