

Promotion and Tenure Committee (PTC)
Columbia Engineering - Full Professor Promotion Guidelines

Faculty Handbook -

Professors are scholars and teachers holding the doctorate or its professional equivalent who are widely recognized for their distinction.

A. Summary – Qualifications for Full Professor Promotion

- a. Demonstrate continued research excellence with substantial new scholarly accomplishments post-tenure and evidence of international scholarly leadership in their respective field or discipline.
- b. Dedication to teaching plus a strong track record of service, with continued commitment to the mission of the department, school, and the university.
- c. Demonstrate continued ability and leadership to sustain a robust research program and secure research funding (as PI or co-PI on current grants), with positive outcomes of research mentoring (e.g. students, postdocs).

B. Procedure for nomination and consideration

- a. We ask that the department discuss any potential nomination with the Dean prior to the nomination and department vote.
- b. All nominations for promotion are submitted by the candidate's department, with the department vote conducted in accordance with its by-laws and agreed-upon promotion process.
- c. Required candidate documents: CV, summary of accomplishments post-tenure, research statement, teaching/mentoring statement, service statement, 4-6 representative papers with a cover page.
- d. Required department documents: Nomination letter (must cover the qualifications listed above), referee list (follows the same format as those for tenure, and should contain about 12-16 referees, including 10-12 without COI; all referees must be recognized leaders in the field and at the rank of Full Professor or equivalent).

- e. After the Department, SEAS Promotion and Tenure Committee (PTC) have reviewed the case, the Dean will make the final decision regarding the nomination.
- f. If approved, the case will be submitted to the Provost's Office for final Trustees' approval.
- g. *Note: If the candidate holds a joint or interdisciplinary appointment, promotion approval is required in both departments and/or schools*