This document discusses the process through which internal candidates are appointed to a Professor of the Practice title within the College of Agriculture and Life Sciences. A dossier-based review must be conducted for transfer from an existing Cornell position to this title, with continued appointment contingent on successful review. Transfer decisions will be made by the Office of the Dean, after review of the dossier and consideration of a recommendation by an ad hoc committee. Please submit the dossier electronically via DropBox to Janet Edwards (je232@cornell.edu) in the Office of the Senior Associate Deans four months in advance of proposed transfer date.

Appointment should be based on a full and realistic appraisal of consistently demonstrated competence of the candidate and an evaluation of his or her capability and prospects in respect to the new position description. Questions to consider include:

1. Does the performance of the candidate meet requirements of the new position description?
2. What is the standing of the candidate in his or her discipline as viewed by other Cornell faculty and colleagues outside Cornell?
3. Does the candidate contribute to the mission of the unit over and above their teaching contributions such as institute development and leadership?
4. Does the candidate demonstrate the ability to provide students with a deeper understanding of the practical application of a particular field of study and promote the integration of academic scholarship with practical experience?

The migration dossier should include the following materials:

**From the Department or School**

1. Letter from Chair or Director of primary unit to the Senior Associate Dean including:
   - Chair’s/Director’s evaluation of candidate’s teaching performance, program leadership, relevant professional experience, and, when appropriate, research and/or extension program accomplishments as they relate to the teaching program.
   - Chair’s/Director’s indication of support from department or school.
   - Faculty evaluation of teaching: The Chair/Director should solicit a statement from a faculty member evaluating the direction and accomplishment of candidate’s teaching portfolio, including assessment of the teaching’s relationship to the department/school’s mission.
   - Letter of endorsement from Chair/Director of any secondary department(s).

2. New Position Description

3. Documentation of annual performance reviews. Lack of documentation of annual reviews can negatively impact consideration for appointment. Any absent evaluations must be explained.

4. Draft letter of notification of appointment as well as the job description to the incumbent.

5. Letters:
   - **Peers:** Four to six letters or emails (with authenticating strings) evaluating the candidate based on the criteria above from peers or appropriate leaders in a related discipline at Cornell and from outside sources at the local, state or national levels. At least three letters must be external to Cornell.
   - **Students:** Four to six letters or emails (with authenticating strings) from students who have completed the candidate’s course(s) should be solicited by the Chair/Director, based on names of students. Candidates may suggest to the Chair/Director some names to solicit. No more than 50% of letters may come from students suggested by the candidate. Other letters must come from students selected (and solicited) by the Chair/Director. This section must contain a copy of the request letter, a list of students contacted, the method of student selection, and the rate of response.
From the Candidate
1. Updated curriculum vita

2. Summary Statement of Professional Experience Outside of Academic Institution(s) and/or Academic Program Leadership

2. Teaching
A statement from the candidate that includes the following:
• Goals/Accomplishments for previous appointment period.
• Goals for upcoming appointment period.
• List of courses taught for the last 5 years, including course outline, years offered and enrollments per offering. For team-taught courses, include a statement of specific involvement by the candidate.
• Student evaluations summarized in a table, including statement of changes made or planned.
• Clear indication of how professional experience is applied and relevant to teaching program

Review/Communication
The primary Chair or Director will review the materials with faculty and:
  a) If the migration is recommended at the department or school level, submit the materials to the Senior Associate Dean.
  b) If the migration is not recommended at the department or school level, the Chair must discuss the situation with the Senior Associate Dean and CALS Associate Dean and Director of Academic Programs before any official notification is sent either to the Office of the Dean or the candidate.

The Office of the Dean will review the department or school’s recommendation in conjunction with any other Deans as appropriate for shared departments (e.g., cross-college appointments). Appointment decisions will be made by the Office of the Dean, after review of the dossier and consideration of a recommendation by a faculty ad hoc committee. Notification of approval of the migration will be sent to the department or school by the appropriate Senior Associate Dean; notice to the candidate will be conveyed by a letter from the department chair or school director, as included in the dossier.