

Faculty Promotion Deadlines

NOTE: This document is provided as a reference for dates only, and is not a substitute for the current [Collective Bargaining Agreement](#), Article 16, and the University [Promotion Statement](#), which should be consulted for detailed information on promotion policies and procedures. [Dates added per the Promotion Statement revised as of 8/25/21](#) are in **blue font**.

Per CBA Article 31.H, “All contractual deadlines that occur on a Saturday, Sunday or any day when the UNIVERSITY’s administrative offices are closed shall be extended to the next regular business day.”

Date*	Responsible Person/Committee	Action
September 15 th	Faculty Applicant	Deadline for notifying department chairperson of your intent to apply for promotion.
September 18 th	Deans	Deadline for notifying the Provost’s Office of faculty within your college applying for promotion.
Within 3 business days	Provost’s Office	Sends Interfolio cases to each applicant.
September 29 th	Department Chairperson/ Departmental Promotion Committee	Deadline for electing the departmental promotion committee, convening the committee, and electing the committee chairperson.
October 1 st	Department Chairperson	Deadline for submitting the list of promotion committee members and chairpersons to the dean.
October 3 rd	Deans	Deadline for submitting the lists of promotion committee members and chairpersons to the Provost’s Office.
Before November 1 st	Provost’s Office	Deadline for uploading promotion committee members and chairpersons to each Interfolio promotion case.
November 1 st	Faculty Applicant	Deadline for submitting the application materials in Interfolio , which are then available for review by the departmental promotion committee, department chair and dean.
January 27 th	Department Chairperson, Departmental Promotion Committee	Deadline for sharing recommendations and cover sheets with applicants for review and signature.
February 1 st	Faculty Applicant	<u>Submits in a Supplemental Folder in Interfolio:</u> Should the applicant receive additional materials that were unavailable by the Nov. 1 deadline, they may submit them by Feb. 1 in a supplemental folder. Fall student evaluations must be uploaded to this folder if the faculty member is teaching classes during that semester. This <i>supplemental folder</i> will be made available <i>only</i> to the University Promotion & Tenure Committee and the Provost.
	Departmental Evaluation Committee Chairperson	Submits the signed <i>Departmental Committee’s recommendation</i> (with signed cover sheet) in Interfolio .
	Department Chairperson	Submits the signed <i>Departmental Chairperson’s recommendation</i> (with signed cover sheet) in Interfolio .
	Dean/Vice President	Submits the signed <i>Dean’s/Vice President’s recommendation</i> (with signed cover sheet) in Interfolio . Separately, the dean shall provide the applicant with a copy of the recommendation.
February 10 th	University Promotion & Tenure Committee Chairperson	Notifies each applicant by email of the status of their application re: completeness of application; applicant has met the required minimum qualifications; and reviewers have provided the required recommendations. Concerned parties will have one (1) week after receiving notification to respond to the requests.

Date*	Responsible Person/Committee	Action
February 15 th	Faculty Applicant	Optional written statement: Submit an optional written statement re: the Dean's/Vice President's recommendation that will be shared with the Provost and the University Promotion & Tenure Committee in Interfolio .
April 15 th	Faculty Applicant	Each applicant shall have the right to request and make an appearance before the University-wide Promotion and Tenure Committee to speak on their own behalf <u>before</u> the Committee submits its recommendations to the President or designee.
	University Promotion & Tenure Committee Chairperson	Sends by email its ranked list of recommendations to the Provost, as the President's designee, and copies the APSCUF-MU President. Submits its letter of recommendation for each applicant in Interfolio .
By July 15 th	University President/designee	Announces promotion decisions to the University faculty.