<table>
<thead>
<tr>
<th>Date</th>
<th>Responsible Person/Committee</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>By September 15, 2017</td>
<td>Faculty Applicant</td>
<td>All faculty contemplating applying for promotion should inform their department chairperson as soon as possible in the fall semester, but no later than September 15th.</td>
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<tr>
<td>September 15, 2017</td>
<td>Department Chairperson</td>
<td>Convenes Department to initiate the process of forming the Department Evaluation Committee.</td>
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<tr>
<td>By September 29, 2017</td>
<td>Departmental Evaluation Committee</td>
<td>Meets to elect chairperson to review procedures and responsibilities.</td>
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| November 1, 2017   | Faculty Applicant                           | Submits to the Department Chairperson:  
  - ONE (1) original promotion application packet (spiral bound, left margin), which includes the a) application form, b) curriculum vitae, c) selected classroom observations, if desired, d) recent reappointment letters, and e) student evaluation printouts (10 sem. max.)**, ***;
  - TWELVE (12) copies of the original promotion application packet;
  - ONE (1) copy of supporting materials (in ring binders if possible) |
| November 15, 2017  | Provost                                     | Submits to the University Promotion & Tenure Committee Chairperson a list of all candidates who had submitted promotion applications by the November 1 deadline. |
| February 1, 2018   | Faculty Applicant                           | Submission of a Supplemental Folder ***,: Should the applicant receive additional materials unavailable by the November 1 deadline, he/she may choose to submit them in a supplemental folder. This supplemental folder will be made available only to the University Promotion & Tenure Committee and the Provost. No supplemental materials can be submitted after the February 1 deadline. When submitting, do the following:  
  - To the Provost’s Office  
    - ONE (1) copy.  
  - To the University Promotion & Tenure Committee Chairperson (location and times TBA):  
    - NINE (9) copies. |
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| February 1, 2018     | Department Chairperson       | • ONE (1) original *Departmental Chairperson’s recommendation* (with pastel blue cover). Submits to the applicant:  
• ONE (1) copy of the *Departmental Chairperson’s recommendation* (with pastel blue cover).  
Submits to the University Promotion & Tenure Committee Chairperson (location & times TBA):  
• NINE (9) copies of *Departmental Chairperson’s recommendation* (with pastel blue cover on each).  
• NINE (9) copies of the applicant’s *promotion application packet*. (Note - the Provost received the original of the packet on Nov. 1.)  
• The ONE (1) copy of the supporting materials provided on Nov. 1.  
Submits to the appropriate Dean/Vice President’s Office:  
• ONE (1) list of the promotion applicants being forwarded to the University Promotion & Tenure Committee.  

Submits to the Provost’s Office:  
• ONE (1) original of the *Dean’s/Vice President’s recommendation* (with canary cover).  
Submits to the applicant:  
• ONE (1) copy of the *Dean’s/Vice President’s recommendation* (with canary cover).  
Submits to the University Promotion & Tenure Committee Chairperson (location and times TBA):  
• NINE (9) copies of the *Dean’s/Vice President’s recommendation* (with canary cover on each).  

February 15, 2018     | Faculty Applicant            | Optional submission of a written response:  
The Promotion applicant may submit an optional *written response* to the Dean’s/Vice President’s recommendation. If so, he/she should do the following:  
To the Provost’s Office  
• ONE (1) copy.  
To the University Promotion & Tenure Committee Chairperson (location and times TBA):  
• NINE (9) copies.  

April 15, 2018*       | Faculty Applicant            | Each applicant shall have the right to request and make an appearance before the University Promotion and Tenure Committee to speak on his/her own behalf before the Committee submits its recommendations to the President or her designee.  

University Promotion & Tenure Committee Chairperson | Forwards the University Promotion & Tenure Committee’s ranked list of recommendations to the Provost, as the President’s designee, and copies the APSCUF-MU President.  
Notifies promotion applicant of *University Promotion & Tenure Committee’s recommendation*.  

July 15, 2018*        | University President/designee | Announces promotion decisions to the University faculty.  

*If any deadline falls on a weekend or holiday, then the deadline is the end of the next regular business day.  
**Include student evaluations from at least 5 classes with an average enrollment of 15 students per class. If the average is less than 15 students, the number of classes should be extended to include a total of 75 students.  
***All faculty members applying for promotion must include student evaluations from all classes during the fall semester of the current academic year in accordance with Article 12, Section C.1.b.(1). Fall student evaluation print-outs for the current academic year are available after November 1 and should be included in the supplemental folder rather than in the promotion application packet.  
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 Governance and Policies Statement on Promotion, which should be consulted for detailed information on promotion policies and procedures. The Governance and Policies Statement on Promotion is available at [http://www.millersville.edu/about/administration/policies/pdf/faculty/Promotion%20Statement.pdf](http://www.millersville.edu/about/administration/policies/pdf/faculty/Promotion%20Statement.pdf).  

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