**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.”

<table>
<thead>
<tr>
<th>Date*</th>
<th>Responsible Person/Committee</th>
<th>Action</th>
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<tbody>
<tr>
<td>September 15th</td>
<td>Faculty Applicant</td>
<td>Deadline for notifying department chairperson of your intent to apply for promotion.</td>
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<tr>
<td>September 18th</td>
<td>Deans</td>
<td>Deadline for notifying the Provost’s Office of faculty within your college applying for promotion.</td>
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<tr>
<td>Within 3 business days</td>
<td>Provost’s Office</td>
<td>Sends <strong>Interfolio</strong> cases to each applicant.</td>
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<td>September 29th</td>
<td>Department Chairperson/Departmental Promotion Committee</td>
<td>Deadline for electing the departmental promotion committee, convening the committee, and electing the committee chairperson.</td>
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<tr>
<td>October 1st</td>
<td>Department Chairperson</td>
<td>Deadline for submitting the list of promotion committee members and chairpersons to the dean.</td>
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<tr>
<td>October 3rd</td>
<td>Deans</td>
<td>Deadline for submitting the lists of promotion committee members and chairpersons to the Provost’s Office.</td>
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<tr>
<td>Before November 1st</td>
<td>Provost’s Office</td>
<td>Deadline for uploading promotion committee members and chairpersons to each <strong>Interfolio</strong> promotion case.</td>
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<tr>
<td>November 1st</td>
<td>Faculty Applicant</td>
<td>Deadline for submitting the application materials in <strong>Interfolio</strong>, which are then available for review by the departmental promotion committee, department chair and dean.</td>
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<td>January 27, 2023</td>
<td>Department Chairperson,Departmental Promotion Committee</td>
<td>Deadline for sharing recommendations and cover sheets with applicants for review and signature.</td>
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<td>January 31, 2023</td>
<td>Faculty Applicant</td>
<td>Deadline for notifying the Provost’s Office that the applicant wishes to upload a statement.</td>
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<td>February 1st</td>
<td>Faculty Applicant</td>
<td>Submits in a <strong>Supplemental Folder in Interfolio</strong>. 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 <strong>supplemental folder</strong> will be made available only to the University Promotion &amp; Tenure Committee and the Provost.</td>
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<tr>
<td>Departmental Evaluation Committee Chairperson</td>
<td>Submits the signed Departmental Committee’s recommendation (with signed cover sheet) in <strong>Interfolio</strong>.</td>
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<tr>
<td>Department Chairperson</td>
<td>Submits the signed Departmental Chairperson’s recommendation (with signed cover sheet) in <strong>Interfolio</strong>.</td>
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<tr>
<td>Dean/Vice President</td>
<td>Submits the signed Dean’s/Vice President’s recommendation (with signed cover sheet) in <strong>Interfolio</strong>. Separately, the dean shall provide the applicant with a copy of the recommendation.</td>
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<td>February 10th</td>
<td>University Promotion &amp; Tenure Committee Chairperson</td>
<td>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.</td>
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<td>February 15th</td>
<td>Faculty Applicant</td>
<td><strong>Optional written statement:</strong> Submit an optional written statement re: the Dean’s/Vice President’s recommendation that will be shared with the Provost and the University Promotion &amp; Tenure Committee <strong>in Interfolio.</strong></td>
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<tr>
<td>April 15th</td>
<td>Faculty Applicant</td>
<td><strong>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 before the Committee submits its recommendations to the President or designee.</strong></td>
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<td>University Promotion &amp; Tenure Committee Chairperson</td>
<td>Sends by email its ranked list of recommendations to the Provost, as the President’s designee, and copies the APSCUF-MU President.</td>
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<td>Submits its letter of recommendation for each applicant <strong>in Interfolio.</strong></td>
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<td>By July 15th</td>
<td>University President/designee</td>
<td>Announces promotion decisions to the University faculty.</td>
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