

# 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 <sup>th</sup>	Faculty Applicant	Deadline for notifying department chairperson of your intent to apply for promotion.
September 18 <sup>th</sup>	Deans	Deadline for notifying the Provost’s Office of faculty within your college applying for promotion.
Within 3 business days	Provost’s Office	Sends <b>Interfolio</b> cases to each applicant.
September 29 <sup>th</sup>	Department Chairperson/ Departmental Promotion Committee	Deadline for electing the departmental promotion committee, convening the committee, and electing the committee chairperson.
October 1 <sup>st</sup>	Department Chairperson	Deadline for submitting the list of promotion committee members and chairpersons to the dean.
October 3 <sup>rd</sup>	Deans	Deadline for submitting the lists of promotion committee members and chairpersons to the Provost’s Office.
Before November 1 <sup>st</sup>	Provost’s Office	Deadline for uploading promotion committee members and chairpersons to each <b>Interfolio</b> promotion case.
November 1 <sup>st</sup>	Faculty Applicant	Deadline for submitting the application materials <b>in Interfolio</b> , which are then available for review by the departmental promotion committee, department chair and dean.
January 27 <sup>th</sup>	Department Chairperson, Departmental Promotion Committee	Deadline for sharing recommendations and cover sheets with applicants for review and signature.
January 31 <sup>st</sup>	Faculty Applicant	Deadline for applicant to upload a statement to their Interfolio file.
February 1 <sup>st</sup>	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) <b>in Interfolio</b> .
	Department Chairperson	Submits the signed <i>Departmental Chairperson’s recommendation</i> (with signed cover sheet) <b>in Interfolio</b> .
	Dean/Vice President	Submits the signed <i>Dean’s/Vice President’s recommendation</i> (with signed cover sheet) <b>in Interfolio</b> . Separately, the dean shall provide the applicant with a copy of the recommendation.
February 10 <sup>th</sup>	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 <sup>th</sup>	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 <b>in Interfolio</b> .
April 15 <sup>th</sup>	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 <b>in Interfolio</b> .
By July 15 <sup>th</sup>	University President/designee	Announces promotion decisions to the University faculty.