

Faculty Promotion Deadlines, 2020–21

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.

Date*	Responsible Person/Committee	Action
By Tuesday, September 15, 2020	Faculty Applicant	All faculty contemplating applying for promotion should inform their department chairperson as soon as possible in the fall semester, but no later than September 15 th .
September 15, 2020	Department Chairperson	Convenes Department to initiate the process of forming the Department Evaluation Committee.
Between September 15 and 30, 2020	Deans	Request lists of faculty applicants and their committee members from departments so System Administrator can create / add committee members to faculty cases in Interfolio.
By Wednesday, September 30, 2020	Departmental Evaluation Committee	Meets to elect chairperson to review procedures and responsibilities.
Monday, November 2, 2020*	Faculty Applicant	Submits in Interfolio the application materials which are then available for review by the departmental committee, department chair and dean.
Monday, November 16, 2020*	Provost	Submits to the University Promotion & Tenure Committee Chairperson a list of all candidates who submitted promotion applications by the November 1 deadline.
Monday, February 1, 2021	Faculty Applicant	<u>Submits in Interfolio a Supplemental Folder:</u> Should the applicant receive additional materials unavailable by the Nov. 1 deadline, they may choose to submit them in a supplemental folder. This <i>supplemental folder</i> will be made available <i>only</i> to the University Promotion & Tenure Committee and the Provost. No supplemental materials can be submitted after the Feb. 1 deadline.
	Departmental Evaluation Committee Chairperson	Submits in Interfolio the signed <i>Departmental Committee's recommendation</i> (with pastel green cover).
	Department Chairperson	Submits in Interfolio the signed <i>Departmental Chairperson's recommendation</i> (with pastel blue cover).
	Dean/Vice President	Submits in Interfolio the signed <i>Dean's/Vice President's recommendation</i> (with canary cover).
Monday, February 15, 2021	Faculty Applicant	<u>Optional submission of a written response:</u> Contact the Provost's Office Interfolio System Administrator to submit in Interfolio an optional <i>written response</i> to the Dean's/Vice President's recommendation that will be shared with the Provost and the University Promotion & Tenure Committee.
Thursday, April 15, 2021	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 his/her own behalf <u>before</u> the Committee submits its recommendations to the President or designee.
	University Promotion & Tenure Committee Chairperson	Forwards in Interfolio the University-wide 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 <i>University Promotion & Tenure Committee's recommendation</i> .
By Thursday, July 15, 2021	University President/designee	Announces <i>promotion decisions</i> to the University faculty.

*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."