

Faculty Promotion Deadlines, 2021-22

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 [Statement on Promotion](#), 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.**

Date*	Responsible Person/Committee	Action
September 15, 2021	Faculty Applicant	Deadline for notifying department chairperson of your intent to apply for promotion.
September 18, 2021	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, 2021	Department Chairperson/ Departmental Promotion Committee	Deadline for electing the departmental promotion committee, convening the committee, and electing the committee chairperson.
October 1, 2021	Department Chairperson	Deadline for submitting the list of promotion committee members and chairpersons to the dean.
October 3, 2021	Deans	Deadline for submitting the lists of promotion committee members and chairpersons to the Provost's Office.
Before Nov. 1, 2021	Provost's Office	Deadline for uploading promotion committee members and chairpersons to each Interfolio promotion case.
November 1, 2021	Faculty Applicant	Deadline for submitting in Interfolio the application materials, which are then available for review by the departmental promotion committee, department chair and dean.
January 27, 2022	Department Chairperson, Departmental Promotion Committee	Deadline for sharing recommendations and cover sheets with applicants for review and signature.
January 31, 2022	Faculty Applicant	Deadline for notifying the Provost's Office that the applicant wishes to upload a statement.
February 1, 2022	Faculty Applicant	<u>Submits in Interfolio a <i>Supplemental Folder</i>:</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 in Interfolio the signed <i>Departmental Committee's recommendation</i> (with signed cover sheet).
	Department Chairperson	Submits in Interfolio the signed <i>Departmental Chairperson's recommendation</i> (with signed cover sheet).
	Dean/Vice President	Submits in Interfolio the signed <i>Dean's/Vice President's recommendation</i> (with signed cover sheet). Separately, the dean shall provide the applicant with a copy of the recommendation.
February 10, 2022	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.
February 15, 2022	Faculty Applicant	<u>Optional written statement:</u> Contact the Provost's Office Interfolio System Administrator to submit in Interfolio 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.

*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
April 15, 2022	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 in Interfolio its letter of recommendation for each applicant.
By July 15, 2022	University President/designee	Announces promotion decisions to the University faculty.

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