***Faculty Promotion Deadlines, 2022-23***

**NOTE:** This document is provided as a reference for dates only, and is not a substitute for the current [Collective Bargaining Agreement](https://www.passhe.edu/inside/HR/LR/Documents/APSCUF_July2019-June2023.pdf), Article 16, and the University [Statement on Promotion](https://www.millersville.edu/about/administration/policies/pdf/faculty/promotion-statement.pdf), 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** |
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| September 15, 2022 | Faculty Applicant | Deadline for notifying department chairperson of your intent to apply for promotion. |
| September 19, 2022 | 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, 2022 | Department Chairperson/  Departmental Promotion Committee | Deadline for electing the departmental promotion committee, convening the committee, and electing the committee chairperson. |
| October 3, 2022\* | Department Chairperson | Deadline for submitting the list of promotion committee members and chairpersons to the dean. |
| October 3, 2022 | Deans | Deadline for submitting the lists of promotion committee members and chairpersons to the Provost’s Office. |
| Before Nov. 1, 2022 | Provost’s Office | Deadline for uploading promotion committee members and chairpersons to each **Interfolio** promotion case. |
| November 1, 2022 | 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, 2023 | Department Chairperson, Departmental Promotion Committee | Deadline for sharing recommendations and cover sheets with applicants for review and signature. |
| January 31, 2023 | Faculty Applicant | Deadline for notifying the Provost’s Office that the applicant wishes to upload a statement. |
| February 1, 2023 | Faculty Applicant | Submits **in Interfolio** a *Supplemental Folder:*  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 *supplemental folder* will be made available *only* to the University Promotion & Tenure Committee and the Provost. |
| Departmental Evaluation Committee Chairperson | Submits **in Interfolio** the signed *Departmental Committee’s recommendation* (with signed cover sheet). |
| Department Chairperson | Submits **in Interfolio** the signed *Departmental Chairperson’s recommendation* (with signed cover sheet). |
| Dean/Vice President | Submits **in Interfolio** the signed *Dean’s/Vice President’s recommendation* (with signed cover sheet). Separately, the dean shall provide the applicant with a copy of the recommendation. |
| February 10, 2023 | 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. |
| February 15, 2023 | Faculty Applicant | Optional written statement: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. |
| April 17, 2023\* | 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 before 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, 2023 | University President/designee | Announces promotion decisions to the University faculty. |