

Promotion in Academic Departments

Refer to MOA Article XI: Promotion for additional information.

	<u>Time Allotted Dates</u>	(not including weekends, breaks, and holidays)
1.	<u>Tu 09-10-19</u>	Applicant submits promotion file to department chair.
2.	<u>1 day W 09-11-19</u>	Chair forwards file to department promotion committee.
3.	<u>5 days Th 09-12-19 W 09-18-19</u>	Department promotion committee reviews file and writes initial recommendation. Though addressed to chair, copy is sent only to applicant at this time.
3.a.	<u>2 days Th 09-19-19 F 09-20-19</u>	Applicant may request an appeal hearing of the initial recommendation.
3.b.	<u>3 days M 09-23-19 W 09-25-19</u>	Applicant may insert additional materials in file. On request candidate will receive hearing by department promotion committee. Department promotion committee writes final recommendation to chair, forwarding copy to candidate. Initial and final recommendations are placed in file.
3.c.	<u>1 day Th 09-26-19</u>	Department promotion committee forwards file to chair.
3.d.	<u>3 days Th 09-26-19 M 09-30-19</u>	Applicant may respond in writing to any unresolved differences regarding department promotion committee evaluation. Response must be sent to chair and becomes a part of the promotion file in the back of department promotion committee's recommendation section.
4.	<u>5 days F 09-27-19 Th 10-03-19</u>	Chair reviews file and writes initial recommendation. Though addressed to dean, copies are sent only to applicant and department promotion committee chair at this time.
4.a.	<u>2 days F 10-04-19 M 10-07-19</u>	Applicant may insert additional materials in file. Applicant may request an appeal hearing on initial recommendation.
4.b.	<u>3 days Tu 10-08-19 Th 10-10-19</u>	On request applicant will receive hearing by chair. Chair writes final recommendation to dean, forwarding copies to applicant and department promotion committee chair. Initial and final recommendations are placed in file.

4.c.	<div style="text-align: center;">1 day</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: left;">F</td> <td style="text-align: right;">10-11-19</td> </tr> </table>	F	10-11-19	Chair forwards file to dean. The candidate may not insert additional materials into the file once it leaves the department.		
F	10-11-19					
4.d.	<div style="text-align: center;">3 days</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: left;">F</td> <td style="text-align: right;">10-11-19</td> </tr> <tr> <td style="text-align: left;">Tu</td> <td style="text-align: right;">10-15-19</td> </tr> </table>	F	10-11-19	Tu	10-15-19	Applicant may respond in writing to any unresolved differences regarding chair evaluation. Response must be sent to dean and becomes a part of the promotion file in the back of department chair's recommendation section.
F	10-11-19					
Tu	10-15-19					
5.	<div style="text-align: center;">1 day</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: left;">W</td> <td style="text-align: right;">10-16-19</td> </tr> </table>	W	10-16-19	Dean forwards file to college promotion committee.		
W	10-16-19					
6.	<div style="text-align: center;">10 days</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: left;">Th</td> <td style="text-align: right;">10-17-19</td> </tr> <tr> <td style="text-align: left;">W</td> <td style="text-align: right;">10-30-19</td> </tr> </table>	Th	10-17-19	W	10-30-19	College promotion committee reviews file and writes initial recommendation. Though addressed to the dean, copies are sent only to applicant, department chair, and department promotion committee chair at this time.
Th	10-17-19					
W	10-30-19					
6.a.	<div style="text-align: center;">2 days</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: left;">Th</td> <td style="text-align: right;">10-31-19</td> </tr> <tr> <td style="text-align: left;">F</td> <td style="text-align: right;">11-01-19</td> </tr> </table>	Th	10-31-19	F	11-01-19	Applicant may request an appeal hearing on the initial recommendation.
Th	10-31-19					
F	11-01-19					
6.b.	<div style="text-align: center;">3 days</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: left;">M</td> <td style="text-align: right;">11-04-19</td> </tr> <tr> <td style="text-align: left;">W</td> <td style="text-align: right;">11-06-19</td> </tr> </table>	M	11-04-19	W	11-06-19	On request applicant will receive hearing by college promotion committee. Committee writes final recommendation to dean, forwarding copies to applicant, department chair, and department promotion committee chair. Initial and final recommendations are placed in file.
M	11-04-19					
W	11-06-19					
6.c.	<div style="text-align: center;">1 day</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: left;">Th</td> <td style="text-align: right;">11-07-19</td> </tr> </table>	Th	11-07-19	College promotion committee forwards file to dean.		
Th	11-07-19					
6.d.	<div style="text-align: center;">3 days</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: left;">Th</td> <td style="text-align: right;">11-07-19</td> </tr> <tr> <td style="text-align: left;">M</td> <td style="text-align: right;">11-11-19</td> </tr> </table>	Th	11-07-19	M	11-11-19	Applicant may respond in writing to any unresolved differences regarding college promotion committee evaluation. Response must be sent to dean and becomes a part of the promotion file in the back of college promotion committee's recommendation section.
Th	11-07-19					
M	11-11-19					
7.	<div style="text-align: center;">3 weeks</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: left;">F</td> <td style="text-align: right;">11-08-19</td> </tr> <tr> <td style="text-align: left;">Th</td> <td style="text-align: right;">12-05-19</td> </tr> </table>	F	11-08-19	Th	12-05-19	Dean reviews file and writes initial recommendation. Though addressed to provost, copies are sent only to applicant, college promotion committee chair, department chair, and department promotion committee chair.
F	11-08-19					
Th	12-05-19					
7.a.	<div style="text-align: center;">2 days</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: left;">F</td> <td style="text-align: right;">12-06-19</td> </tr> <tr> <td style="text-align: left;">M</td> <td style="text-align: right;">12-09-19</td> </tr> </table>	F	12-06-19	M	12-09-19	Applicant may request an appeal hearing on the initial recommendation.
F	12-06-19					
M	12-09-19					
7.b.	<div style="text-align: center;">3 days</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: left;">Tu</td> <td style="text-align: right;">12-10-19</td> </tr> <tr> <td style="text-align: left;">Th</td> <td style="text-align: right;">12-12-19</td> </tr> </table>	Tu	12-10-19	Th	12-12-19	On request applicant will receive hearing by dean. Dean writes final recommendation to provost, forwarding copies to applicant; department chair; and chairs of the college and department promotion committees. Initial and final recommendations are placed in file.
Tu	12-10-19					
Th	12-12-19					

7.c.	<table style="border-collapse: collapse; margin-left: 20px;"> <tr> <td colspan="2" style="text-align: center; padding-bottom: 5px;">1 day</td> </tr> <tr> <td style="padding-right: 10px;">F</td> <td>12-13-19</td> </tr> </table>	1 day		F	12-13-19	Dean forwards file to provost.		
1 day								
F	12-13-19							
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3 days								
F	12-13-19							
W	01-22-20							
7.e.	<table style="border-collapse: collapse; margin-left: 20px;"> <tr> <td colspan="2" style="text-align: center; padding-bottom: 5px;">1 day</td> </tr> <tr> <td style="padding-right: 10px;">Th</td> <td>01-23-20</td> </tr> </table>	1 day		Th	01-23-20	Provost forwards file to university promotion committee.		
1 day								
Th	01-23-20							
8.	<table style="border-collapse: collapse; margin-left: 20px;"> <tr> <td colspan="2" style="text-align: center; padding-bottom: 5px;">3 weeks</td> </tr> <tr> <td style="padding-right: 10px;">F</td> <td>01-24-20</td> </tr> <tr> <td style="padding-right: 10px;">Th</td> <td>02-13-20</td> </tr> </table>	3 weeks		F	01-24-20	Th	02-13-20	University promotion committee reviews file and writes initial recommendation. Though addressed to provost, copies are sent only to candidate; dean; department chair; and chairs of the college and department promotion committees at this time.
3 weeks								
F	01-24-20							
Th	02-13-20							
8.a.	<table style="border-collapse: collapse; margin-left: 20px;"> <tr> <td colspan="2" style="text-align: center; padding-bottom: 5px;">2 days</td> </tr> <tr> <td style="padding-right: 10px;">F</td> <td>02-14-20</td> </tr> <tr> <td style="padding-right: 10px;">M</td> <td>02-17-20</td> </tr> </table>	2 days		F	02-14-20	M	02-17-20	Candidate may request an appeal hearing on initial recommendation.
2 days								
F	02-14-20							
M	02-17-20							
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3 days								
Tu	02-18-20							
Th	02-20-20							
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1 day								
F	02-21-20							
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F	02-21-20							
Tu	02-25-20							
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10 days								
M	02-24-20							
F	03-06-20							
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2 days								
M	03-09-20							
Tu	03-10-20							

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10 days								
Tu	03-17-20							
M	04-06-20							
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2 days								
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3 days								
Th	04-09-20							
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