

PROMOTION APPLICATION SCHEDULE 2020-2021

This document is meant to be used by the faculty member during the year in which he or she is applying for promotion. It allows the applicant to keep track of the steps and deadlines in the promotion process. This document is not part of the promotion dossier.

- ___1. **By September 15:** Faculty member sends letter to chair/supervisor stating faculty member's intention to apply for promotion.
- ___2. **By October 15:** Department Promotion Committee is selected by department faculty and approved by the Chair, Dean, Vice President, and President. Policy requires that at least one tenured faculty be a committee member. A committee chair is elected.
- ___3. **By October 15:** Faculty member submits electronic promotion dossier to Department Promotion Committee Chair via a flash drive.
- ___4. **By November 2:** Department Promotion Committee reviews dossier and notifies faculty member of any omissions.
- ___5. **By November 16:** Faculty member corrects any omissions and resubmits dossier to Promotion Committee Chair.
- ___6. **By November 25:** Department Promotion Committee forwards dossier and recommendation to the chair/supervisor and notifies candidate in writing as to the recommendation being forwarded.
- ___7. **By December 15:** Department chair/supervisor adds his or her own recommendation and forwards dossier to the Dean, or in the absence of a Dean to the appropriate VP, and notifies candidate in writing as to the recommendation being forwarded.

****Chair reminds applicant that class change documents are due to Dept. Chair by May 11, 2021.***
- ___8. **By January 20:** Dean forwards dossier with recommendation to the appropriate VP and notifies candidate in writing as to the recommendation being forwarded.
- ___9. **By February 10:** Appropriate VP forwards dossier and recommendation to the President and notifies candidate in writing as to the recommendation being forwarded.
- ___10. **By February 25:** President submits promotion list with recommended actions to the Chancellor (through Human Resources) and notifies candidate(s) in writing as to the recommendation being submitted.
- ___11. **By April 20:** Board Action on Promotion [and Faculty Renewal].
- ___12. **By April 30:** President notifies candidate(s) in writing of board actions on promotions.

IN THE EVENT FACULTY MEMBER IS DENIED PROMOTION: (Procedure D.8.2.1)

PROMOTION APPEALS SCHEDULE

___13. **May 11:**

Within twenty-one calendar days of the Board meeting at which promotions were approved, faculty member submits an appeal in writing to the chair of the college Promotion Appeals Committee, responding to the reasons set forth for the denial of promotion.

*Faculty Senate shall conduct elections to Promotion Appeals Committee in February of each odd-numbered year. (D.8.2.1)


___14. **By August 2:**

Promotion Appeals Committee hears the appeal, considering such information as it deems relevant; the Chair of the Promotion Appeals Committee makes a report and recommendation to the President.

___15. **By September 1**


President notifies the applicant and the committee in writing of the final decision.

APPEALS ARE WITHOUT PREJUDICE TO FUTURE PROMOTION APPLICATIONS.



Elizabeth Tanner, Vice President for Academic Success

09/01/2020
Date



Dr. Robert Garza, President

09/01/20
Date