

**CALENDAR FOR PROMOTION/SALARY ADJUSTMENT EVALUATIONS
2023-2024**

October 18, 2023
(Oct 15 is a Sat and Oct 16 and 17 is fall break)

Faculty member notifies DH/SD of intent to apply for promotion or full professor salary adjustment. DH/SD sends list to the dean and the Assistant Vice President for Academic Affairs. Those applying for tenure may indicate a joint application for both at the same time (see Tenure Application Form).

February 1, 2024

Faculty member submits their materials electronically to the Faculty Submission Folder no later than 11:59 pm on this date.

February 14, 2024

Personnel Committee Chair will email the PC's evaluation to the faculty member and then upload their evaluation and the signed PROMOTION/FPSA RECOMMENDATION SUMMARY FORM into the Evaluation Review folder. The PC Chair will email the DH/SD and AHR that their evaluation and the form have been uploaded. The faculty member has 10 working days to upload a response into the Faculty Submission Folder, if desired.

March 8, 2024

Following the 10 working days, the DH/SD can begin the review process.

March 18, 2024

DH/SD will email their evaluation to the faculty member and then upload the evaluation and the updated signed PROMOTION/FPSA RECOMMENDATION SUMMARY FORM to the Evaluation Review Folder. The DH/SD will email the Dean and AHR that their evaluation and the form have been uploaded. The faculty member has 10 working days to upload a response into the Faculty Submission Folder, if desired.

April 3, 2024

Following the 10 working days, the Dean can begin the review process.

April 15, 2024

Dean will email their evaluation to the faculty member and then upload their evaluation and the updated PROMOTION/FPSA RECOMMENDATION SUMMARY FORM with all of the signatures to the Evaluation Review Folder. The Dean will email AHR that their evaluation and the form have been uploaded into the Evaluation Review Folder. The faculty member has 10 working days to upload a response into the Faculty Submission Folder.

April 30, 2024

Following the 10 working days, the Provost can begin the review process.

May 31, 2024

Faculty member notified of Provost's recommendations.

NOTE: These dates also apply for **faculty hired with two years service rank credit** who are undergoing their initial review for reappointment.

These materials are prepared for academic administrators as a **guide** to ensure that evaluations are completed on a timely basis so that the University can meet its contractual obligations. **Only those dates that are underlined are contractually mandated.** If at any time you foresee assigning ratings that will result in a negative recommendation regarding promotion, please notify the Assistant Vice President for Academic Affairs.