CALENDAR FOR PROMOTION/SALARY ADJUSTMENT EVALUATIONS

**2019-2020**

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| **October 15, 2019** | Faculty membernotifies department headof intent to apply for promotion. Department headsends 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 3, 2020 (Feb 1 contractual deadline is on weekend)** | Faculty membersubmits application and supporting materials to department head(who conveys materials to personnel committee). |
| **February 6, 2020** | Department headsends deana list of all faculty in the department who filed applications for promotion. |
| **February 14, 2020** | Deansends composite list of faculty in college who filed applications for promotion to the Assistant Vice President for Academic Affairs. |
| **February 14, 2020** | Department personnel committeeevaluation returned to faculty memberfor comment. Comments due back in ten (10) working days. |
| **March 11, 2020** | Recommendations and materials forwarded from department personnel committeeto department head. |
| **March 18, 2020** | Department headevaluation returned to faculty memberfor comment. Comments due back in ten (10) working days. |
| **April 2, 2020** | Recommendations and materials forwarded from department headto dean. |
| **April 15, 2020** | Dean’srecommendation sent back to the initiatingdepartment/applicant.Comments due back in ten (10) working days. |
| **April 30, 2020** | Recommendations and materials forwarded from dean to the Assistant Vice President for Academic Affairs. **Materials to be forwarded:**  Completed Application for Promotion from the faculty member.  Completed Promotion Recommendation Summary.  Narratives from faculty member, PC, department head and dean.  Any faculty responses to narratives that are submitted. |
| **June 1, 2020 (May 31 contractual date is on the weekend)** | Faculty membernotified 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.