CALENDAR FOR PROMOTION/SALARY ADJUSTMENT EVALUATIONS

**2022-2023**

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| **October 17, 2022**  **(Oct 15 is a Sat)** | Faculty membernotifies DH/SDof intent to apply for promotion. DH/SDsends 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, 2023** | Faculty member submits their materials electronically to the Faculty Submission Folder no later than 11:59 pm on this date. |
| **February 6, 2023** | DH/SD sends the deana list of all faculty in the department who filed applications for promotion. |
| **February 10, 2023** | Deansends composite list of faculty in college who filed applications for promotion to the Assistant Vice President for Academic Affairs. |
| **February 14, 2023** | Personnel Committee will email their evaluation to the faculty member and then upload to the Evaluation Review Folder. Personnel Committee also sends an email to the DH/SD and AHR telling them that their evaluation is completed. Comments due back in ten (10) working days. |
| **March 8, 2023** | Following the ten (10) workings days, the DH/SD can begin the review process. |
| **March 17, 2023** | DH/SD will email their evaluation to the faculty member and then upload the evaluation and the Recommendation Summary Form with signatures from the PC and DH/SD to the Evaluation Review Folder. Comments due back in ten (10) working days. |
| **April 3, 2023** | DH/SD emails the dean and AHR that their evaluation is completed. Following the ten (10) workings days, the dean can begin the review process. |
| **April 14, 2023** | Dean will email their evaluation to the faculty member and then upload the evaluation and the Recommendation Summary Form with all of the signatures to the Evaluation Review Folder. Comments are due back in ten (10) working days. The Dean then emails AHR that their evaluation is completed. |
| **May 1, 2023** | Following the ten (10) workings days, the Provost can begin the review process. |
| **May 31, 2023** | 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.