

# Promotion in Academic Departments Assistant Professor / Associate Professor / Professor

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## Tenure Track and Non-Tenure Track

Refer to MOA Article XI: Promotion for additional information.

	<u>Time Allotted Dates</u>	(not including weekends, breaks, and holidays)
1.	<u>Tu 09-10-24</u>	Applicant submits promotion file to department chair / library dean.
2.	<u>1 day W 09-11-24</u>	Chair / library dean forwards file to department promotion committee.
3.	<u>5 days Th 09-12-24 W 09-18-24</u>	<b>Department promotion committee</b> reviews file and writes initial recommendation. Though addressed to chair / library dean, copy is sent only to applicant at this time.
3.a.	<u>2 days Th 09-19-24 F 09-20-24</u>	Applicant may request an appeal hearing of the initial recommendation.
3.b.	<u>3 days M 09-23-24 W 09-25-24</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 09-26-24</u>	Department promotion committee forwards file to chair / library dean.
3.d.	<u>3 days Th 09-26-24 M 09-30-24</u>	Applicant may respond in writing to any unresolved differences regarding department promotion committee evaluation. Response must be sent to chair / library dean and becomes a part of the promotion file in the back of department promotion committee's recommendation section.
4.	<u>5 days F 09-27-24 Th 10-03-24</u>	<b>Chair / library dean</b> 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 10-04-24 M 10-07-24</u>	Applicant may insert additional materials in file. Applicant may request an appeal hearing on initial recommendation.
4.b.	<u>3 days Tu 10-08-24 Th 10-10-24</u>	On request applicant will receive hearing by chair / library dean. Chair / library dean writes final recommendation to dean,* forwarding copies to applicant and department promotion committee chair. Initial and final recommendations are placed in file.

4.c. 1 day  
F 10-11-24

Chair / library dean forwards file to dean.\* The candidate may not change, insert or remove materials once the file leaves the departmental level of review.

4.d. 3 days  
F 10-11-24  
Tu 10-15-24

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.

5. 1 day  
W 10-16-24

Dean forwards file to college promotion committee.\*\*

6. 10 days  
Th 10-17-24  
W 10-30-24

**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.

6.a. 2 days  
Th 10-31-24  
F 11-01-24

Applicant may request an appeal hearing on the initial recommendation.

6.b. 3 days  
M 11-04-24  
W 11-06-24

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.

6.c. 1 day  
Th 11-07-24

College promotion committee forwards file to dean.

6.d. 3 days  
Th 11-07-24  
M 11-11-24

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.

7. 3 weeks  
F 11-08-24  
Th 12-05-24

**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.

7.a. 2 days  
F 12-06-24  
M 12-09-24

Applicant may request an appeal hearing on the initial recommendation.

7.b. 3 days  
Tu 12-10-24  
Th 12-12-24

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.

7.c.	1 day	Dean forwards file to provost.
	F     12-13-24	
7.d.	3 days	Applicant may respond in writing to any unresolved differences regarding dean evaluation. Response must be sent to provost and becomes a part of the promotion file in the back of dean's recommendation section.
	F     12-13-24	
	W     01-22-25	
7.e.	1 day	Provost forwards file to university promotion committee.
	Th    01-23-25	
8.	3 weeks	<b>University promotion committee</b> 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.
	F     01-24-25	
	Th    02-13-25	
8.a.	2 days	Candidate may request an appeal hearing on initial recommendation.
	F     02-14-25	
	M     02-17-25	
8.b.	3 days	On request candidate will receive hearing by university promotion committee. Committee writes final recommendation to provost, forwarding copies to candidate; dean; department chair; and chairs of the college and department promotion committees. Initial and final recommendations are placed in file.
	Tu    02-18-25	
	Th    02-20-25	
8.c.	1 day	University promotion committee forwards file to provost.
	F     02-21-25	
8.d.	3 days	Candidate may respond in writing to any unresolved differences regarding university promotion committee evaluation. Response must be sent to provost and becomes a part of the promotion file in the back of university promotion committee's recommendation section.
	F     02-21-25	
	Tu    02-25-25	
9.	10 days	<b>Provost</b> reviews file and writes initial recommendation. Though addressed to president, copies are sent only to applicant; dean; department chair; and chairs of the university, college, and department promotion committees at this time.
	M     02-24-25	
	F     03-07-25	
9.a.	2 days	Applicant may request an appeal hearing on initial recommendation.
	M     03-10-25	
	Tu    03-11-25	

9.b.	3 days	On request candidate will receive hearing by provost. Provost writes final recommendation to president, forwarding copies to applicant; dean; department chair; and chairs of the university, college, and department promotion committees. Initial and final recommendations are placed in file.
	W    03-12-25 F    03-14-25	
9.c.	1 day	Provost forwards file to president.
	M    03-24-25	
9.d.	3 days	Applicant may respond in writing to any unresolved differences regarding provost evaluation. Response must be sent to president and becomes a part of the promotion file in the back of provost's recommendation section.
	M    03-24-25 W    03-26-25	
10.	10 days	<b>President</b> reviews file and writes initial recommendation to applicant, forwarding copies to provost; dean; department chair; and chairs of the university, college, and department promotion committees.
	Tu    03-25-25 M    04-07-25	
10.a.	2 days	Applicant may request an appeal hearing on the initial recommendation.
	Tu    04-08-25 W    04-09-25	
10.b.	3 days	On request applicant will receive hearing by president. President writes final recommendation to applicant, forwarding copies to provost; dean; department chair; and chairs of the university, college, and department promotion committees.
	Th    04-10-25 M    04-14-25	

\* Library dean recommendation and candidate response are addressed/forwarded to provost. Following library dean review, library faculty file is forwarded to provost for university level review (with all assistant professor / associate professor / professor promotion files).

\*\* College level review does not apply to library faculty.