

PROMOTION APPLICATION SCHEDULE 2010-2011

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 person to keep track of the steps and deadlines in the promotion process. This document is not part of the promotion dossier.

- ___1. **By October 1:** Letter is sent to chair/supervisor advising of faculty member's intention to apply for promotion.
- ___2. **By October 15:** Department Promotion Committee is elected.
- ___3. **By November 1:** Faculty member submits promotion dossier to Department Promotion Committee Chair.
- ___4. **By November 11:** Department Promotion Committee reviews dossier and notifies faculty member of any omissions.
- ___5. **By November 22:** Faculty member corrects any omissions and resubmits dossier.
- ___6. **By December 1:** 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 13:** Department chair/supervisor forwards dossier and recommendation to the dean, or in the absence of a dean, the appropriate VP, and notifies candidate in writing as to the recommendation being forwarded.
- ___8. **By January 21:** Dean forwards dossier and recommendation to the appropriate VP and notifies candidate in writing as to the recommendation being forwarded.
- ___9. **By February 18:** Appropriate VP forwards dossier and recommendation to the President and notifies candidate in writing as to the recommendation being forwarded.
- ___10. **By March 4:** President submits promotion list with recommended actions to the Chancellor (through Employee Services) and notifies candidate in writing as to the recommendation being submitted.
- ___11. **By April 19:** Board Action on Promotion [and Faculty Renewal].
- ___12. **By June 14:** President notifies candidate in writing no later than next board meeting of promotion status.

IN THE EVENT FACULTY MEMBER IS DENIED PROMOTION:

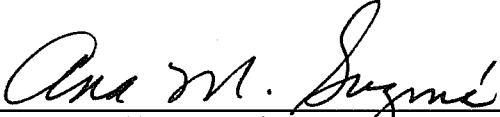
- ___13. Within twenty-one calendar days of the Board Meeting at which promotions were approved:

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.
- ___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 and notifies the appellant in writing as to the recommendation being forwarded.

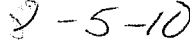
PROMOTION APPEALS SCHEDULE

__15. **By September 3:** President notifies the applicant and the committee in writing of the final decision.

APPEALS ARE WITHOUT PREJUDICE TO FUTURE PROMOTION APPLICATIONS.



Dr. Ana M. "Cha" Guzmán, President



Date