

Promotions Procedure/Timeline

Determining eligibility for application to rank promotion review

Deadline Date	Event
By the end of the winter term prior to application year	Promotions Committee chair sends an announcement to all faculty informing them of the pre-week session regarding policy and procedure for promotion.
During summer term	Confirm eligibility of faculty member for application for promotion. Applicant informs appropriate dean of intention to apply for rank promotion review. Faculty member presents CV to dean with details of education/degree, teaching/educational experience. (The academic dean is working on a possible uniform CV format.) This step begins the application process.
End of summer term	<p>Applicant's dean informs applicant AND promotions committee chair if the faculty member is or is not eligible to apply for rank promotion review (<i>eligibility date should be stated in the hiring documentation of the applicant beginning in summer 2022</i>) – regarding:</p> <ul style="list-style-type: none">• Education• Teaching experience• Years at current rank• Any specific HR issues which may preclude promotion consideration <p>If the faculty member is determined eligible by the appropriate dean, the applicant should send an email to the promotion committee chair stating his/her desire to apply for rank promotion review. <i>This eligibility confirmation step should be done by the first day of Pre-week for the applicant to be reviewed for promotion in that academic year cycle.</i></p> <p>The committee chair will verify via email the receipt of that application request. The application process is officially completed when the applicant submits his/her portfolio to the promotions committee chair.</p>
During pre-week	Promotions committee schedules a meeting to review the promotions process/procedure with any potential applicant. Interested applicants are expected to attend this meeting.

The Application process (Portfolio preparation)

- October through December INFORMATIONAL MEETING WITH PROMOTIONS COMMITTEE. Applicants are strongly encouraged to attend an information session provided by the Promotions Committee. In this session, the committee will review the portfolio process, format, and timeline. Applicants are expected to follow the format closely when preparing their portfolio.
- First Friday in February PROMOTIONS PORTFOLIO DUE. Applicant delivers completed *promotion portfolio in hard copy form* to the Promotions Committee in person. The committee chair will ensure the security and distribution of the applicant's portfolio, within the committee, until it is returned to the applicant following the review process.

The recommendation and approval process

Promotions Committee chair forwards letter of recommendation for/against promotion to the applicant's dean. Letter will include the applicant's strengths and weaknesses, notice of any missing documentation, opportunities for improvement, and suggestions related to the categories listed in the promotions check list used to evaluate the portfolio, as well as the committee's final recommendation. The committee's recommendation options are 1) recommend for promotion; 2) do not recommend for promotion. The deans and college president have final authority over all promotion recommendations. If the applicant's dean and the Promotion Committee's recommendations disagree, the dean and committee should meet to review those differences. If the differences cannot be resolved, the conflicting recommendations will be forwarded to the college president, who will make the final recommendation.

Recommendations for promotion will be forwarded to the college Board of Trustees (BOT) for final formal approval of promotion at the BOT spring meeting.

- Spring BOT meeting College president brings recommendations for promotion to the BOT spring meeting for action to confirm promotion.

Within one week following Board approval of promotion President/dean email applicants individually to inform them of their promotion. Applicants whose promotion is approved by the Board of Trustees at its spring meeting will have their contracts re-written to reflect their new faculty rank and salary.

Applicant portfolios will be returned to the faculty member at the conclusion of the promotions process.