

FACULTY RANK PROMOTION PROCESS: SUGGESTED TIMELINE

Date	Candidate	Peer Review Committee	Faculty Rank Committee	Other
January (early)	Choose Peer Review Comm.			
Jan – March		Peer Review of Portfolio, classroom observation		
March (early)	Informational session for potential candidates	Deliberations		
April (early)		Initial Recommendation to candidates	Announce Committee for coming year	
April	Submit name for promotion to HR Director			
April-Aug	Assemble Portfolio	Review Final Portfolio		
Sept. 15	Submit Portfolios to HR		Organizational Meeting	
Sept 15- Nov 1			Deliberations	
Nov 1			Decisions to Candidates	
Dec 1			Decisions to Admin. Com.	Admin. Deliberations
Dec 15				Administrative Com. Decisions to Candidate
January (early)				Appeals Process (if needed)
Jan. 15				Administrative Com. Decisions to President
Jan – Feb			Review of Procedures	
Feb 1				President’s Decisions to Candidates
Feb 15				President’s recommendation to Board
March			Procedure changes to Faculty	Board Approves Promotion
April			Faculty vote on changes forward to President	President reviews changes forward to the Board
April (early)			Announce Committee for coming year	Promotions announced. Board reviews changes
May				Procedure Changes Approved by President, Board