

#4 – ATTACHMENT D

Date: May 7, 2014

To: All IFO Faculty

From: Martin Tadlock, Provost and Vice President for Academic Affairs

Subject: TIMELINES FOR PROMOTION APPLICATIONS

The timelines used in the promotion process are those described in Article 25 of the IFO-MnSCU master agreement. Refer to Article 25 and other relevant sections of the contract for details about the process of applying for promotion. The attached cover sheet should be included in your application.

2014-2015 Promotion Requests (Article 25)

	IFO suggested the first Friday duty date of 2nd semester for the due date of application & documentation	Faculty application for promotion	Response from department members	Dean/Supv Proposed Recommendation to Faculty Member	Faculty Meeting w/Dean (if requested) Applicant response to department recommendation, if any	Dean/Supv Recommendation & documentation to VP Applicant response to Dean / Supervisor recommendation, if any	VP proposed recommendation to faculty member	Optional meeting with VP	Faculty Written Comments to VP (if any)	VP Rec & documentation to President & copy to Faculty	President's Decision to Faculty & copy of decision & documentation to HR file	Faculty request for meeting with President following denial of promotion
Promotion	1-9-15	1-31-15*	2-16-15	2-27-15	3-6-15	3-30-15	4-20-15	4-24-15	5-1-15*	5-1-15*	6-15-15*	10-13-15

*Contractual Dates

**APPLICATION FOR PROMOTION COVER SHEET
2015-2016**

Name _____ Date _____

Current Rank _____ Department/Unit at BSU _____

Length of Service in Current Rank _____ Years at BSU _____
(normally 3 years in rank minimum)

Dates of last two (2) evaluations _____ Date of Tenure (if applicable) _____

Highest Degree Earned _____

Major _____

Date _____

University _____

SIGNATURES:

Applicant _____ Date _____

APPLICATION AND DOCUMENTATION RECEIVED BY:

Supervisor/Dean _____ Date Received _____
(no later than January 31, 2015*)

Supervising Vice President(s)
_____ Date Received _____
(no later than March 30, 2015)

_____ Date Received _____
(no later than March 30, 2015)

President _____ Date Received _____
(no later than May 1, 2015*)

The decision to promote shall be based on a demonstrated cumulative requisite record of professional performance and high achievement appropriate to the relevant rank. The criteria used in promotion include each of the following:

1. Demonstrated ability to teach effectively and/or perform effectively in other current assignments.
2. Scholarly or creative achievement or research.
3. Evidence of continuing preparation and study.
4. Contribution to student growth and development.
5. Service to the university and community.

Attach to this cover sheet your application for promotion, along with all supporting documentation, addressing each of the five criteria.