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**ACADEMIC AND STUDENT AFFAIRS**

Date: July 2, 2018

To: All Faculty Affected by IFO-MnSCU

From: Tony Peffer, Provost and Vice President  
Academic & Student Affairs

Subject: 2018-2019 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.

**2018-2019 PROMOTION REQUEST TIMELINE** (See Article 25 in the IFO-MnSCU Master Agreement for further detail)

Department Review (Coordinated through Chair)		Dean / Supervisor Review			Vice President / Provost Review			President Review		
Submission of Promotion file and Progress report to Department through Chair	Department / Chair proposed recommendation to Faculty	Promotion File and Progress report forwarded to Dean / Supervisor  (With Department recommendations and Faculty response (if any) added)	Dean proposed Promotion recommendation to Faculty	Faculty meeting with Dean / Supervisor  (Optional)	Promotion file forwarded to VP  (Dean comments and faculty response (if any) added)  PDR File forwarded to VP	VP proposed recommendation to Faculty	Faculty meeting with VP  (Optional)	Promotion file forwarded to President  (With VP recommendation and Faculty response (if any) added)	President's decision sent to Faculty  (Copy of decision and documents to Personnel file)	Faculty may request a meeting with President following denial of Promotion
1-11-19  (First Friday Duty Day of Spring Semester)	1-25-19	1-31-19*	3-1-19	3-8-19	3-22-19	4-19-19	4-23-19	5-1-19*	6-15-19*	10-11-19

\*Promotion file includes 1) Application and Supporting Documentation, **plus** 2) all required Recommendations from Chair / Department, Dean, VP, 3) any written faculty responses to Recommendations from Chair / Department, Dean, VP added throughout the process and 4) the final decision made by the President.

**2018-2019 TENURE REQUEST TIMELINE** (See Article 25 in the IFO-MnSCU Master Agreement for further detail)

Department Review (Coordinated through Chair)		Dean / Supervisor Review			Vice President / Provost Review			President Review			
Submission of Tenure file and Progress report to Department through Chair	Department / Chair proposed recommendation to Faculty	Tenure file and Progress report forwarded to Dean / Supervisor  (With Department recommendations and Faculty response (if any) added)	Dean proposed Tenure recommendation to Faculty	Faculty meeting with Dean / Supervisor  (Optional)	Tenure file forwarded to VP  (Dean comments and faculty response (if any) added)  PDR File forwarded to VP	VP proposed recommendation to Faculty	Faculty meeting with VP  (Optional)	Tenure file forwarded to President  (With VP recommendation and Faculty response (if any) added)	Faculty meeting with President  (Optional)	President's decision sent to Faculty  (Copy of decision and documents to Personnel file)	Faculty request for meeting with President following denial of Tenure
1-11-19  (First Friday Duty Day of Spring Semester)	1-25-19	1-31-19*	3-1-19	3-8-19	3-22-19	4-19-19	4-23-19	5-1-19*	5-8-19	6-15-19*	1-15-20*

\*Tenure file includes 1) Application and Supporting Documentation, **plus** 2) all required Recommendations from Chair / Department, Dean, VP, 3) any written faculty responses to Recommendations from Chair / Department, Dean, VP added throughout the process and 4) the final decision made by the President.