



ACADEMIC AND STUDENT AFFAIRS

Date: July 1, 2020

To: All Faculty Affected by IFO-MnSCU

From: Allen Bedford, Provost and Vice President
Academic Affairs

Subject: 2020-2021 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.



ACADEMIC AND STUDENT AFFAIRS

APPLICATION FOR PROMOTION AND / OR TENURE – 2020-2021

Name _____ Date _____

Applying for: Promotion _____ **OR** Tenure _____ If applying for **BOTH**, please indicate _____

Current Rank _____ Department/Unit at BSU _____

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

If untenured, length of time in probationary appointment _____

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

Highest Degree Earned _____

Major _____

Date _____

University _____

Document is being forwarded via:

_____ Hard-copy

_____ Electronic

_____ D2L

_____ One-Drive

_____ Other

Access granted to:

College dean and assistant

Provost Bedford and Diane Backer

President Hensrud and Diane Backer

_____ Thumb drive

Applicant Signature: _____ Date: _____

**APPLICATION AND DOCUMENTATION RECEIVED BY SUPERVISOR/DEAN
NO LATER THAN JANUARY 31, 2021***

The above information is correct to the best of my knowledge:

Supervisor / Dean Signature: _____ Date: _____

2020-2021 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
1-8-21 <i>(First Friday Duty Day of Spring Semester)</i>	1-22-21	1-31-21*	2-26-21	3-5-21	3-19-21	4-16-21	4-23-21	5-1-21*	6-15-21*	10-8-21

*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.

2020-2021 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
1-8-21 <i>(First Friday Duty Day of Spring Semester)</i>	1-22-21	1-31-21*	2-26-21	3-5-21	3-19-21	4-16-21	4-23-21	5-1-21*	5-7-21	6-15-21*	1-15-21*

*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.