

## 2023-2024 PROMOTION REQUEST TIMELINE

## 2023-2024 TENURE REQUEST TIMELINE

Submission of Promotion File & PDR to Department via Chair	<b>1-5-24</b> **	Dept Review (Chair Coordinates)	Submission of Tenure File & PDR to Department via Chair	<b>1-5-24</b> **
Department / Chair proposed recommendation to Faculty	<b>1-19-24</b>		Department / Chair proposed recommendation to Faculty	<b>1-19-24</b>
Promotion File & PDR forwarded to Dean/Supervisor Include Dept Recommendations & Faculty Response (if any)	<b>1-31-24</b> *	Dean / Supervisor Review	Tenure File & PDR forwarded to Dean/Supervisor Include Dept Recommendations & Faculty Response (if any)	<b>1-31-24</b> *
Dean proposed Promotion Recommendation to Faculty	<b>2-23-24</b>		Dean proposed Tenure Recommendation to Faculty	<b>2-23-24</b>
Faculty meeting with Dean/Supervisor Optional	<b>3-1-24</b>		Faculty meeting with Dean/Supervisor Optional	<b>3-1-24</b>
Promotion File forwarded to VP Include Dean Recommendation & Faculty Response (if any)	<b>3-8-24</b>	Vice President Review	Tenure File forwarded to VP Include Dean Recommendation & Faculty Response (if any)	<b>3-8-24</b>
VP proposed Recommendation to Faculty	<b>4-12-24</b>		VP proposed Recommendation to Faculty	<b>4-12-24</b>
Faculty meeting with VP Optional	<b>4-19-24</b>		Faculty meeting with VP Optional	<b>4-19-24</b>
Promotion File forwarded to President Include VP Recommendation & Faculty Response (if any)	<b>5-1-24</b> *	President Review	Tenure File forwarded to President Include VP Recommendation & Faculty Response (if any)	<b>5-1-24</b> *
President's decision sent to Faculty Copy of decision & documents to Personnel File	<b>6-15-24</b> *		Faculty meeting with President Optional	<b>5-3-24</b>
Faculty may request meeting with President following denial of Promotion	<b>10-4-24</b>		President's decision sent to Faculty Copy of decision & documents to Personnel File	<b>6-15-24</b> *
<b>A complete Promotion &amp;/or Tenure Package will eventually include:</b> <b>1. Application &amp; Supporting Documentation.</b> <b>2. All required Recommendations from Dept, Chair, Dean, VP.</b> <b>3. Any written Faculty Responses to Recommendations from Dept, Chair, Dean, &amp; VP added throughout the process.</b> <b>4. The Final Decision made by the President.</b>			Faculty may request meeting with President following denial of Tenure	<b>1-15-25</b> *
				<b>* Contractual Date</b>
		<b>** First Friday Duty Day of Spring Semester</b>		
		<b>See Article 25 in the IFO-MNSCU Master Agreement for further detail</b>		