

**APSCUF FACULTY CBA
And
STATEMENT ON PROMOTION POLICIES & PROCEDURES**

Important Dates re: Promotion

Date	Area of Responsibility	Article	Action to be taken
October 1	Department Chair	Promotion Policy & Procedures	Convene a Department Meeting and elect a DEPARTMENT PROMOTION COMMITTEE that consists of regular full time faculty
October 1 – November 1	Department Chair	Promotion Policy & Procedures	Convene the first DEPARTMENT PROMOTION COMMITTEE and hold election of DEPARTMENT PROMOTION COMMITTEE Chair.
November 1	Faculty Member	Article 16.B.3	Any FACULTY MEMBER with the required minimum qualifications may submit an application for promotion, together with written substantiation of the above-mentioned criteria, not later than November 1. However, a candidate who has received a mid-year promotion under the system that was in place prior to 1996, may count the current semester, if necessary, to meet the time in grade requirements.
November 1	Faculty Member	Promotion Policy & Procedures	FACULTY MEMBER applying for promotion provides Department Chair with Application for Promotion and Dossier, and sends Application for Promotion to the Chair of the University Wide Promotion Committee.
November 1	Department Chair	Promotion Policy & Procedures	Notify DEPARTMENT PROMOTION COMMITTEE and Dean of receipt of FACULTY MEMBER'S application and dossier for promotion.
November 1 – February 1	Department Chair	Promotion Policy & Procedures	Reviews FACULTY MEMBER's dossier, prepares draft recommendation, provides FACULTY MEMBER with draft of recommendation to review, and allows sufficient time to meet and discuss recommendation prior to submitting final

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			recommendation to Chair, University-Wide Promotion Committee and University President, or designee. By February 1 st .
November 1 – February 1	Department Promotion Committee	Promotion Policy & Procedures	Reviews FACULTY MEMBER’s dossier, prepares draft recommendation, provides FACULTY MEMBER with draft of recommendation to review, and allows sufficient time to meet and discuss recommendation prior to submitting final recommendation to Chair, University-Wide Promotion Committee and University President, or designee. By February 1 st .
January 15	University President or his/her designee	Article 16.B.11	MID-YEAR PROMOTIONS - In the event the President or his/her designee rejects a recommendation of the University Wide Promotion Committee , that committee shall be notified in writing and shall be given an opportunity to discuss the matter with the President or his/her designee. Promotions shall be made by the President effective as of the beginning of the next academic semester and announced to the FACULTY not later than January 15 for mid-year promotions.
February 1	Department Chair	Promotion Policy & Procedures	Ensure that the candidate’s application, supporting material (Dossier), and department recommendations are in the designated area in the library by February 1. Materials should be addressed to the attention: President of the University and Chairperson of the University-Wide Promotion Committee. Chairperson and Department Promotion Committee recommendations should be sent directly to the UWPC chair who will place the recommendations in the candidates’ dossiers on February 1.
February 1	University wide promotion committee	Article 16.B.6	The appropriate department committee and department chairperson shall submit the full list of applicants, together with a detailed recommendation in accordance with the University Statement on Promotion Policies and Procedures with respect to each applicant, in writing, to the University

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			Wide Promotion Committee no later than February 1, with a copy of the list of applicants being forwarded to the appropriate Dean or other appropriate management personnel. In addition, all data and materials upon which the recommendation of the department committee is based shall be forwarded to the President or his/her designee by February 1.
February 1	Dean/Library Director	Article 16.B.7.a	The Dean/Library Director shall submit a detailed recommendation for promotion according to the agreed upon criteria to the University Wide Promotion Committee no later than February 1.
February 1	University Wide Promotion Committee Chair	Promotion Policy & Procedures	Will place the recommendations in the candidates' dossiers on February 1.
February 15	Faculty Member	Article 16.B.7.a	The detailed recommendation for promotion shall be simultaneously provided to the FACULTY MEMBER, who may submit a written statement to the University-wide promotion committee addressing the dean's recommendation by February 15.
February 15	Faculty Member	Promotion Policy & Procedures	If the Department Promotion Committee or the Department Chairperson fails to submit a recommendation to the University-Wide Promotion Committee by February 1, the date set forth in the CBA, the candidate may submit the application and supporting material directly to the University-Wide Promotion Committee by February 15.
February 15 – April 15	University Wide Promotion Committee	Promotion Policy & Procedures	Review all candidates dossiers according to the agreed upon criteria. Meet with candidates seeking an
February 21	Provost	Article 16.B.7.b	IF PROVOST IS NOT SERVING AS UNIVERSITY PRESIDENT'S DESIGNEE - Following the dean's recommendation, the Provost shall submit a recommendation to the University Wide Promotion Committee no later than

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			February 21, with a copy to the FACULTY MEMBER.
March 1	Faculty Member	Article 16.B.7.b	IF PROVOST IS NOT SERVING AS UNIVERSITY PRESIDENT’S DESIGNEE The FACULTY MEMBER shall have opportunity to respond by March 1.
April 15	Promotion Committee	Article 16.B.8	The University Wide Promotion Committee shall review all applications received from the departments. The University Wide Promotion Committee shall then forward the full list, together with its recommendations that are in accord with the University Statement on Promotion Policies and Procedures as to each applicant to the President or his/her designee not later than April 15.
July 15	University President or his/her designee	Article 16.B.11	In the event the President or his/her designee rejects a recommendation of the University Wide Promotion Committee , that committee shall be notified in writing and shall be given an opportunity to discuss the matter with the President or his/her designee. Promotions shall be made by the President effective as of the beginning of the next academic semester and announced to the FACULTY not later than July 15. (January 15 for mid-term promotions).
After July 15	Faculty Member	Article 16.B.12	Individual candidates have the right to grieve promotion decisions on procedural grounds only. Management decisions may be grieved, but not decisions of bargaining units or bargaining unit members. (refer to Article 5)

*If any of the above dates *fall* on a *weekend* or holiday the material is due on the next full workday.(Promotion Guidelines, Appendix. C. Timetable)