

Minnesota State University, Mankato
Promotion Calendar for
2017-2018, 2018-2019, 2019-2020

No later than:

15 August 2017 15 August 2018 15 August 2019	<i>Promotion applications forms are available at the Academic Affairs web site:</i> http://www.mnsu.edu/acadaf/faculty/promoforms/
11 September 2017 10 September 2018 9 September 2019	Faculty member wishing to apply for promotion initiates the process by sending a memo to the dean with a copy to the department through the department chair indicating an intention to apply for promotion. Agreement Date: November 15
5 January 2018 11 January 2019 10 January 2020	Faculty member submits a completed promotion application and all supporting documentation to the department through the department chair. The same supporting materials are used in tenure review.
9 February 2018 8 February 2019 7 February 2020	Department chair submits to the dean: 1) the written recommendations of the department, 2) the chair's reactions or recommendations, and 3) the promotion application and supporting documentation. Chair sends reactions or recommendations and any individual recommendations from department faculty members to the faculty member being considered for promotion. Agreement Date: January 31
12 March 2018 8 March 2019 6 March 2020	Dean makes a proposed recommendation regarding the promotion decision. The proposed recommendation is sent to the faculty member along with an invitation to meet with the dean.
16 March 2018 22 March 2019 20 March 2020	Faculty member meets with the dean to discuss the proposed recommendation.
23 March 2018 25 March 2019 23 March 2020	Faculty member sends written comments to the dean for submission with the dean's final recommendation.
30 March 2018 1 April 2019 30 March 2020	Dean forwards a final recommendation and all supporting materials to the Provost and Senior Vice President for Academic Affairs. A copy of the dean's recommendation is sent to the faculty member.
20 April 2018 22 April 2019 20 April 2020	Provost and Senior Vice President for Academic Affairs makes a proposed recommendation. The proposed recommendation is sent to the faculty member along with an invitation to meet with the Provost and Senior Vice President for Academic Affairs.
27 April 2018 29 April 2019 27 April 2020	If meeting is requested, faculty member meets with the Provost and Senior Vice President to discuss the Senior Vice President's recommendation, and submits written comments.
1 May 2018 1 May 2019 1 May 2020	Provost and Senior Vice President for Academic Affairs forwards a final recommendation to the President. The faculty member and the dean receive copies of the Senior Vice President's recommendation. Upon receipt of the Senior Vice President's recommendation the President invites the faculty member to meet to discuss the recommendations. Agreement Date: May 1
15 June 2018 14 June 2019 12 June 2020	President makes a decision on the faculty member's promotion application. The President conveys the decision to the faculty member. Agreement Date: June 15
31 August 2018 30 August 2019 28 August 2020	A faculty member who is not promoted may, upon request, meet with the President or designee to discuss the President's decision. The faculty member may request, and shall be furnished, written indication of deficiencies and guidance concerning appropriate action to overcome such deficiencies.

Notes:

- All written contacts with faculty applying for promotion shall be handled in accordance with Art. 5, Sect. A.
- Materials submitted by faculty should include all progress reports completed in accordance with Art. 22, Sect. D.