



**Promotion Calendar for
2020-2021, 2021-2022, 2022-2023**

<i>Task</i>	<i>Responsible Party</i>	<i>Target Date</i>
Promotion application forms are available at the Academic Affairs website: http://www.mnsu.edu/acadaf/faculty/promoforms/	Faculty Member	2020: August 15 2021: August 15 2022: August 15
Initiate promotion 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.	Faculty Member	2020: September 14 2021: September 13 2022: September 12
Submit a completed promotion application and all supporting documentation to the department through the department chair. The same supporting materials are used in tenure review.	Faculty Member	2021: January 8 2022: January 7 2023: January 6
Submit 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 send reactions or recommendations and any individual recommendations from department faculty members to the faculty member being considered for promotion.	Department Chair	2021: February 5 2022: February 4 2023: February 3
Make 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	Dean	2021: March 5 2022: March 4 2023: March 3
Meet with the Dean to discuss the proposed recommendation	Faculty Member	2021: March 19 2022: March 18 2023: March 17
Send written comments to the Dean for submission with the Dean's final recommendation	Faculty Member	2021: March 22 2022: March 21 2023: March 20
Forward a final recommendation and all supporting materials to the Provost and Senior VP for Academic Affairs. A copy of the Dean's recommendation is sent to the faculty member.	Dean	2021: March 29 2022: March 28 2023: March 27
Make a proposed recommendation. The proposed recommendation is sent to the faculty member along with an invitation to meet with the Provost and Senior VP for Academic Affairs	Provost and Senior VP for Academic Affairs	2021: April 19 2022: April 18 2023: April 17
If meeting is requested, meet with the Provost and Senior VP to discuss the Senior VP's recommendation and submit written comments	Faculty Member	2021: April 26 2022: April 25 2023: April 24
Forward a final recommendation to the President. The faculty member and the Dean receive copies of the Senior VP's recommendation. Upon receipt of the	Provost and Senior VP for Academic Affairs	2021: May 1 2022: April 29 2023: May 1

Senior VP's recommendation the President invites the faculty member to meet to discuss the recommendations.		
Make a decision on the faculty member's promotion application. The President conveys the decision to the faculty member.	President	2021: June 11 2022: June 10 2023: June 9
If not promoted, 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.	Faculty Member	2021: August 27 2022: August 26 2023: August 25

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.

Last Updated: 3/2/2020