

**Promotion to Full
 Professor 2019-20**

Dean's Office informs Department Chair and staff of Promotion eligibility by April 1, 2019

Staff Member to notify Dept Chair & FEC Chair of intent to apply for promotion to Full Professor by May 1, 2019

Department Chair to advise FEC Chair of intents to support or not support promotions no later than August 22, 2019

Promotion RECOMMENDED

Promotion NOT Recommended

Promotion packages submitted by Dept to Faculty by: September 20, 2019

Staff Member advises Department Chair (within in two weeks of Chairs intent) whether or not an application for promotion will be submitted.
 IF YES:
 1. Dept Chair's informs staff of right to attend FEC Meeting (via memo) no later than September 26 (13.35)
 2. Staff Submits Promotion package by September 26 (point 6. appendix H FEC Manual)

Staff indicates if they will attend FEC meeting or submit additional written material or both (at least 10 days before FEC) by October 10, 2019 (13.49)

Dept Chair responds to submission(at least 5 days before FEC) by October 17, 2019

**ALES FEC Meeting (Promotion to Full Professor)
 October 24, 2019**

Promotion Approved

Promotion Denied

FEC/Dean/Dept Chair advises staff verbally of promotion

Contentious Case Referred to PRC by FEC Chair, Dean, PRC Member, or Staff Member Within 5 days (≤ 5 days) of Receiving Notice of Preliminary Position; Requires Staff Member's Consent or Instigation §13.68, §13.82-84

Dept Chair informs FEC Chair in writing whether they support their original recommendation, or whether they now support FEC's decision (within 3 days) by October 29, 2019

Promotion Decision Reported into Provost's Office by December 20

PRC review no sooner than 20 days (≥ 20 days) from referral §13.85-§13.86
 • If PRC disagrees with FEC, sends recommendations to FEC (copy to staff member) within 10 days of meeting §13.93
 • If PRC supports a negative FEC decision, staff member may request FEC reconsideration §13.93-§13.94

FEC Chair advises staff member of decision in writing (within 5 days of meeting) by October 31, 2019

Deadline for Staff's decision to have case reconsidered is within 5 days of receipt of above letter (latest is November 7, 2019)

**FEC Reconsideration Meeting
 November 28, 2019**

Staff member submits reconsideration package (13.71 of agreement) no later than November 14, 2019 (at least 10 days before reconsideration meeting)

FEC Chair advises staff no later than December 1, 2019

Deadline for Department Chair's response to Staff reconsideration submission at least 5 days prior to reconsideration meeting – no later than November 21, 2019

Within 20 days staff may appeal to General Appeal Committee GAC