

**Promotion to Full Professor  
 2020-21**

Dean's Office informs Department Chair and Staff of Promotion eligibility by  
**April 1, 2020**

Staff Member to notify Department Chair & FEC Chair of intent to apply for promotion to Full Professor by  
**May 1, 2020**

Department Chair to advise FEC Chair of intents to support or not support promotions no later than  
**August 26, 2020**

Promotion  
 RECOMMENDED

Promotion  
 NOT Recommended

Promotion packages submitted by  
 Dept to Faculty by:  
**September 22, 2020**

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. Department Chair informs staff of right to attend FEC Meeting via memo (13.35) no later than **September 24, 2020**  
 2. Staff submits promotion package (point 6. appendix H FEC Manual) by **September 24, 2020**

Staff indicates if they will attend FEC meeting and/or submit additional written material at least 10 days before FEC (13.49) by  
**October 7, 2020**

Department Chair responds to submission at least 5 days before FEC by  
**October 15, 2020**

**ALES FEC Meeting (Promotion to Full Professor)  
 OCTOBER 22, 2020**

Promotion  
 APPROVED

FEC/Dean/Dept Chair  
 advises staff verbally of promotion

FEC Chair/Dean's Office advises staff  
 officially prior to the end of  
**October 2020**

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

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

Promotion  
 DENIED

Department 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 27, 2020**

FEC Chair advises Staff member of decision in writing (within 5 days of meeting) by  
**October 29, 2020**

Deadline for Staff's decision to have case reconsidered  
 is within 5 days of receipt of above letter, no later than  
**November 5, 2020**

Staff member submits reconsideration package (13.71 of agreement)  
 at least 10 days before reconsideration meeting, no later than  
**November 12, 2020**

Deadline for Department Chair's response to Staff reconsideration submission  
 at least 5 days prior to reconsideration meeting, no later than  
**November 19, 2020**

FEC Reconsideration Meeting  
**NOVEMBER 26, 2020**

FEC Chair advises staff no later than  
**December 3, 2020**

Within 20 days staff may appeal to  
 General Appeal Committee (GAC)

