

**Promotion to Full Professor
 2021-22**

Dean's Office informs Department Chair and Staff of Promotion eligibility by
April 1, 2021

Staff Member to notify Department Chair & FEC Chair of intent to apply for promotion to Full Professor by
May 1, 2021

Department Chair to advise FEC Chair of intents to support or not support promotions no later than
August 25, 2021

Promotion
 RECOMMENDED

Promotion
 NOT Recommended

Promotion packages submitted by
 Dept to Faculty by:
September 21, 2021

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 21, 2021**
 2. Staff submits promotion package (point 6. appendix H FEC Manual) by **September 21, 2021**

Staff indicates if they will attend FEC meeting and/or submit additional written material at least 10 days before FEC (13.49) by
October 6, 2021

Department Chair responds to submission at least 5 days before FEC by
October 14, 2021

**ALES FEC Meeting (Promotion to Full Professor)
 OCTOBER 21, 2021**

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 2021

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 26, 2021

FEC Chair advises Staff member of decision in writing (within 5 days of meeting) by
October 28, 2021

Deadline for Staff's decision to have case reconsidered
 is within 5 days of receipt of above letter, no later than
November 4, 2021

Staff member submits reconsideration package (13.71 of agreement)
 at least 10 days before reconsideration meeting, no later than
November 12, 2021

Deadline for Department Chair's response to Staff reconsideration submission
 at least 5 days prior to reconsideration meeting, no later than
November 19, 2021

FEC Reconsideration Meeting
NOVEMBER 26, 2021

FEC Chair advises staff no later than
December 3, 2021

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

Promotion Decision Reported into
 Provost's Office by
DECEMBER 20