



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

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

Department Chair to advise FEC Chair of intents to support or not support promotions no later than **August 31**

Promotion RECOMMENDED

Promotion NOT Recommended

Promotion packages submitted by Department to Faculty no later than one month before FEC Meeting **September 22, 2022**

Staff Member advises Department Chair (within in two weeks of Chairs intent) whether or not an application for promotion will be submitted. IF YES, then no later than one month before FEC Meeting, **September 20, 2022**

1. Department Chair informs staff of right to attend FEC Meeting via memo (13.35)
2. Staff submits promotion package (point 6. appendix H FEC Manual)

Staff indicates if they will attend FEC meeting and/or submit additional written material at least 10 days before FEC Meeting (13.49) **October 5, 2022**

Department Chair responds to submission at least 5 days before FEC Meeting **October 13, 2022**

ALES FEC Meeting (Probation, Tenure, Promotions and Sabbaticals)
OCTOBER 20, 2022

Promotion APPROVED

FEC/Dean/Dept Chair advises staff verbally of promotion

FEC Chair/Dean's Office advises staff officially no later than **October 31**

Promotion Decision Reported to Provost's Office by **DECEMBER 20**

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

FEC Reconsideration Meeting (Last Friday of November) **NOVEMBER 25, 2022**

FEC Chair advises staff within 5 days of meeting **December 2, 2022**

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

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 25, 2022**

FEC Chair advises Staff member of decision in writing (within 5 days of meeting) by **October 27, 2022**

Deadline for Staff's decision to have case reconsidered is within 5 days of receipt of above letter, no later than **November 3, 2022**

Staff member submits reconsideration package (13.71 of agreement) at least 10 days before reconsideration meeting, no later than **November 10, 2022**

Deadline for Department Chair's response to Staff reconsideration submission at least 5 days prior to reconsideration meeting, no later than **November 18, 2022**