

<b>Dean's Office informs Department Chair and Faculty Member of promotion eligibility by</b>		<b>April 30</b> (no later than 3 months before FEC meeting)
Department Chair meets with "eligible" Faculty Member regarding promotion (A6.13 & A6.14.3) and advises on <u>intent to support or not support</u> promotion (A6.14.1b).		<b>no later than August 17, 2024</b> at least 2 months before FEC meeting (Appendix H)
If Promotion <b>SUPPORTED by Department Chair</b> Department Chair submits promotion package to FEC Chair/Admin for FEC review by		<b>September 30</b>
If Promotion <b>NOT SUPPORTED by Department Chair</b> (A6.17.1) Faculty Member advises Department Chair, <u>within two weeks of Chairs intent</u> , whether or not an application for promotion  If Faculty Member does not move forward with <u>application</u> , package does not go to FEC for review and decision. Faculty Member submits a new promotion application in the future.		
<b>Contested</b>	Faculty Member moves ahead and submits promotion package without Department Chair support to FEC Chair/Admin (A6.17.1c) by this date.	<b>September 17, 2024</b> at least 4 weeks prior to FEC meeting (Appendix H)
	Deadline for Faculty Member to advise FEC Chair/Admin if they will appear at FEC meeting and/or submit additional material. Additional documents should be copied to the Department Chair and contain (A6.17.2): (a) a statement in response to the recommendation of the Department Chair (b) any written material relevant to the case; and (c) a list of names of persons the Academic Faculty member intends to call before the FEC	<b>October 3, 2024</b> at least 10 days before FEC meeting (A6.17.2)
	Deadline for Department Chair to submit to FEC Chair/Admin, copying Faculty Member (A6.17.3): (a) a statement in response to the recommendation of the Department Chair (b) any written material relevant to the case; and (c) a list of names of persons the Department Chair intends to call before the FEC	<b>October 10, 2024</b> at least 5 days before FEC meeting (A6.17.3)
<b>ALES FEC Meeting (Tenure, Promotions, Sabbaticals)</b>		<b>October 17 &amp; 18, 2024</b> (Third Thursday & Friday of October)

If FEC <b>SUPPORTS</b> Promotion - FEC Chair/Admin advises staff officially (A6.16.7) by		<b>October 31</b> or within 15 days after FEC meeting
If FEC's Preliminary Position is to <b>NOT SUPPORT</b> Promotion (A6.19.1)		
Department Chair needs to inform the FEC Chair, in writing, whether the Department Chair (A6.19.1): <ul style="list-style-type: none"> <li>(i) upholds original recommendation to support promotion</li> <li>(ii) supports the preliminary position of FEC</li> <li>(iii) supports some other position - Department Chair shall specify what that new position is and the reasons for supporting it.</li> </ul>		<b>October 22, 2024</b> (within 3 days of FEC meeting)
FEC Chair/Admin advises Faculty Member of <b>FEC Preliminary Decision TO NOT SUPPORT</b> Promotion and advise on Department Chair's position on promotion (A6.19.3) officially by:		<b>October 24, 2024</b> (within 5 days of FEC meeting)
When Promotion is <b>NOT SUPPORTED by Department Chair and NOT SUPPORTED by FEC</b> Staff Member has right to appeal FEC decision not to award promotion <b>within 20 days</b> (A6.16.8) to GAC (A8.03.1b) Decision of GAC is final and binding (A8.06.6)		
When Promotion is <b>SUPPORTED by Department Chair and NOT SUPPORTED by FEC &amp; Faculty Member DOES NOT request reconsideration (A6.20.2)</b> Preliminary Position becomes Final Decision with no right to appeal decision to GAC		
<b>Reconsideration</b>	When Promotion is <b>SUPPORTED by Department Chair &amp; Faculty Member requests reconsideration</b> Deadline to advise FEC Chair/Admin and Department Chair (A6.20.1)	<b>October 31, 2024</b> <small>within 5 days of receipt of FEC Preliminary position memo</small>
	Deadline for Staff Member to submit to FEC Chair/Admin (A6.17.2 & A6.21.1) <ul style="list-style-type: none"> <li>a) a statement advising FEC whether or not the Faculty Member shall appear before FEC to present a case</li> <li>b) any material in response to the preliminary position of FEC (A6.19.3) and any other material relevant to the case;</li> <li>c) a list of names of persons who shall attend the reconsideration by FEC as witnesses for the Academic Faculty member; and</li> <li>d) a statement indicating the Faculty Member's minimum acceptable decision by FEC.</li> </ul>	<b>November 15, 2024</b> <small>at least 10 days before reconsideration meeting</small>
	Deadline for Department Chair to respond to Staff Member reconsideration and submit to FEC Chair/Admin (A6.17.3 & A6.21.3) <ul style="list-style-type: none"> <li>a) a statement in response to the Faculty Member's submission under Article A6.21.1 including a statement as to whether or not the Department Chair supports the minimum acceptable position of the Academic Faculty Member</li> <li>b) any written material relevant to the case</li> <li>c) a list of names of any persons the Department Chair intends to call before FEC</li> </ul>	<b>November 22, 2024</b> <small>at least 5 days before reconsideration meeting</small>
<b>ALES FEC Reconsideration Meeting</b>		<b>November 29, 2024</b> <small>(Last Friday of November)</small>
FEC Chair/Admin advises Faculty Member of FEC final decision to <b>SUPPORT or NOT SUPPORT</b> promotion (A6.19.3) by		<b>December 6, 2024</b> (within 5 days of meeting)
When FEC final decision is to <b>NOT TO SUPPORT</b> promotion (A6.21.5h) - Staff member may appeal to GAC <b>within 20 days</b>		
<b>FEC Final Decisions reported to Staff Service Centre (SSC) / Provost office</b>		<b>March 10 / 31</b>