

**Vice President for Academic Affairs**

**Assistant to Associate Promotion Timeline**

**Faculty promotion requests will be considered twice each year to accommodate faculty hired mid-year: requests on or before April 15 shall be considered for promotion effective January of the following calendar year. Requests submitted on or before October 15 shall be considered for promotion effective July of the next calendar year.**

**VPAA Items**

**Dean Items**

**Chair Items**

**Faculty Items**

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| **Hire****Term\*** | **VPAA Office reminds chair of initial request due date** | **Faculty submits letter requesting promotion to Chair and Dean** | **VPAA office provides promotional resources** | **Faculty to upload promotion packet for dept. chair review** | **Chair submits promotion recommen-dation to Dean** | **Dean submit promotion recommen-dation to VPAA** | **VPAA submits promotion recommen-dation to President** | **Effective****date** |
| **Spring 2019** | Mar. 13, ‘24 | Apr. 3, ‘24 | Apr. 17, ‘24 | Sep. 4, ‘24 | Sep. 18, ‘24 | Oct. 9, ‘24 | Oct. 30, ‘24 | Jan. 1, 2025 |
| **Fall 2019** | Sep. 4, ‘24 | Oct. 2, ‘24 | Oct. 16, ‘24 | Dec. 6, ‘24 | Jan. 22, ‘25 | Feb. 19, ‘25 | Mar. 28, ‘25 | Jul. 1, 2025 |
| **Spring 2020** | Mar. 12, ‘25 | Apr. 2, ‘25 | Apr. 16, ‘25 | Sep. 3, ‘25 | Sep. 17, ‘25 | Oct. 8, ‘25 | Oct. 29, ‘25 | Jan. 1, 2026 |
| **Fall 2020** | Sep. 3, ‘25 | Oct. 1, ‘25 | Oct. 15, ‘25 | Dec. 5, ‘25 | Jan. 21, ‘26 | Feb. 18, ‘26 | Mar. 27, ‘26 | Jul. 1, 2026 |

\*Possible dates for Spring hire effective date: Mid to end of December.

 Possible dates for Fall hire effective date: Mid to end of June.