

## **SOUTHWEST MINNESOTA STATE UNIVERSITY SCHEDULE OF EVALUATION FOR PROMOTION 2023-2024 ACADEMIC YEAR**

Articles 22 and 25 of the current Agreement between the MnSCU Board of Trustees and the Inter Faculty Organization govern faculty promotions. **Contractual deadlines are indicated with an asterisk\*.**

NOTE: The decision to promote shall be based on the cumulative work record of the faculty member since their last promotion or since the date of hire as applicable. Faculty applying for promotion should also refer to PDP timelines for submission of Plan and Progress Reports. The academic year following a faculty member's promotion to Full Professor will be the first year of their four-year PDP cycle.

### **TIMELINE FOR PROMOTION APPLICATION**

#### **By Friday, November 3, 2023**

Faculty members eligible for promotion should notify their supervisor (Academic Dean or Athletic Director) and their department chair that they intend to apply for promotion.

#### **Monday, January 8, 2024**

At the discretion of their department, faculty member submits a draft of their application for promotion to their department for review, allowing their application for promotion to be submitted to their supervisor on the contractual deadline of January 31. The application may be updated prior to final submission after receiving departmental comments.

For faculty also applying for tenure, the same portfolio may serve as both tenure and promotion applications.

#### **Wednesday, January 31, 2024\***

The faculty member submits an application for promotion, along with all required forms and documents and supporting documentation, to their immediate supervisor and the department(s)/unit through the chair(s). The application for promotion shall include documentation of meeting the five evaluation criteria up to the end of the fall semester just completed.

#### **Friday, February 16, 2024**

Departmental and department chair proposed recommendations submitted to faculty member by chair.

#### **Tuesday, February 20, 2024**

Departmental and department chair recommendations regarding faculty promotion submitted to supervisor by department chair, with faculty comments, if any, attached.

**Monday, February 26, 2024**

Supervisor's proposed recommendation regarding promotion submitted to faculty member.

**Through Friday, March 1, 2024**

Faculty member may meet with supervisor regarding any negative recommendation for promotion and submit any written response.

**Monday, March 4, 2024**

Supervisor's recommendation, with faculty comments, if any, sent to faculty member and Provost.

**Monday, April 8, 2024**

Provost's proposed recommendation regarding promotion sent to faculty member.

**Through Friday, April 19, 2024**

Faculty member may meet with Provost to discuss recommendation.

**By Wednesday, May 1, 2024\***

Faculty member provides comments, if any, to the Provost.

**Wednesday, May 1, 2024\***

Provost's recommendation and faculty comments, if any, sent to President.

**Wednesday, May 8, 2024**

The faculty member's Professional Development Report for the spring semester just completed shall be submitted to the immediate supervisor and the department(s)/unit through the chair(s).

**Monday, June 17, 2024\***

President sends written notice to applicant of promotion decision.