

2024-2025 PROMOTION REQUEST TIMELINE

2024-2025 TENURE REQUEST TIMELINE

Submission of Promotion File & PDR to Department via Chair	1-10-25 **	Dept Review (Chair Coordinates)	Submission of Tenure File & PDR to Department via Chair	1-10-25 **
Department / Chair proposed recommendation to Faculty	1-24-25		Department / Chair proposed recommendation to Faculty	1-24-25
Promotion File & PDR forwarded to Dean/Supervisor Include Dept Recommendations & Faculty Response (if any)	1-31-25 *	Dean / Supervisor Review	Tenure File & PDR forwarded to Dean/Supervisor Include Dept Recommendations & Faculty Response (if any)	1-31-25 *
Dean proposed Promotion Recommendation to Faculty	2-28-25		Dean proposed Tenure Recommendation to Faculty	2-28-25
Faculty meeting with Dean/Supervisor Optional	3-7-25		Faculty meeting with Dean/Supervisor Optional	3-7-25
Promotion File forwarded to VP Include Dean Recommendation & Faculty Response (if any)	3-17-25	Vice President Review	Tenure File forwarded to VP Include Dean Recommendation & Faculty Response (if any)	3-17-25
VP proposed Recommendation to Faculty	4-18-25		VP proposed Recommendation to Faculty	4-18-25
Faculty meeting with VP Optional	4-25-25		Faculty meeting with VP Optional	4-25-25
Promotion File forwarded to President Include VP Recommendation & Faculty Response (if any)	5-1-25 *	President Review	Tenure File forwarded to President Include VP Recommendation & Faculty Response (if any)	5-1-25 *
President's decision sent to Faculty Copy of decision & documents to Personnel File	6-15-25 *		Faculty meeting with President Optional	5-8-25
Faculty may request meeting with President following denial of Promotion	10-10-25		President's decision sent to Faculty Copy of decision & documents to Personnel File	6-15-25 *
<p>A complete Promotion &/or Tenure Package will eventually include:</p> <ol style="list-style-type: none"> 1. Application & Supporting Documentation. 2. All required Recommendations from Dept, Chair, Dean, & VP. 3. Any written Faculty Responses to Recommendations from Dept, Chair, Dean, & VP added throughout the process. 			Faculty may request meeting with President following denial of Tenure	1-15-26 *
				* Contractual Date
		** First Friday Duty Day of Spring Semester		
		See Article 25 in the IFO-MNSCU Master Agreement for further detail		