

Minnesota State University, Mankato  
2015-16 Promotion Calendar

*No later than:*

<b>17 August 2015</b>	<b>Promotion applications forms are available at the Academic Affairs web site:</b> <a href="http://www.mnsu.edu/acadaf/faculty/promoforms/">http://www.mnsu.edu/acadaf/faculty/promoforms/</a>
<b>11 September 2015</b>	Faculty member wishing to apply for promotion initiates the process by sending a memo to the dean with a copy to the department through the department chair indicating an intention to apply for promotion. <b>Agreement Date: November 15</b>
<b>23 October 2015</b>	Faculty member submits a completed promotion application and all supporting documentation to the department through the department chair. The same supporting materials are used in tenure review.
<b>4 December 2015</b>	Department chair submits to the dean: 1) the written recommendations of the department, 2) the chair's reactions or recommendations, and 3) the promotion application and supporting documentation. Chair sends reactions or recommendations and any individual recommendations from department faculty members to the faculty member being considered for promotion. <b>Agreement Date: January 31</b>
<b>25 January 2016</b>	Dean makes a proposed recommendation regarding the promotion decision. The proposed recommendation is sent to the faculty member along with an invitation to meet with the dean.
<b>1 February 2016</b>	Faculty member meets with the dean to discuss the proposed recommendation.
<b>8 February 2016</b>	Faculty member sends written comments to the dean for submission with the dean's final recommendation.
<b>12 February 2016</b>	Dean forwards a final recommendation and all supporting materials to the Provost and Senior Vice President for Academic Affairs. A copy of the dean's recommendation is sent to the faculty member.
<b>14 March 2016</b>	Provost and Senior Vice President for Academic Affairs makes a proposed recommendation. The proposed recommendation is sent to the faculty member along with an invitation to meet with the Provost and Senior Vice President for Academic Affairs.
<b>21 March 2016</b>	If meeting is requested, faculty member meets with the Provost and Senior Vice President to discuss the Senior Vice President's recommendation, and submits written comments.
<b>28 March 2016</b>	Provost and Senior Vice President for Academic Affairs forwards a final recommendation to the President. The faculty member and the dean receive copies of the Senior Vice President's recommendation. Upon receipt of the Senior Vice President's recommendation the President invites the faculty member to meet to discuss the recommendations. <b>Agreement Date: May 1</b>
<b>22 April 2016</b>	President makes a decision on the faculty member's promotion application. The president conveys the decision to the faculty member. <b>Agreement Date: June 15</b>
<b>9 May 2016</b>	A faculty member who is not promoted may, upon request, meet with the President or designee to discuss the President's decision. The faculty member may request, and shall be furnished, written indication of deficiencies and guidance concerning appropriate action to overcome such deficiencies.

Notes:

- All written contacts with faculty applying for promotion shall be handled in accordance with Art. 5, Sect. A.
- Materials submitted by faculty should include all progress reports completed in accordance with Art. 22, Sect. D.