

2010 2011 Joint Promotion Committee Procedure Schedule

Date	Time	Place	Event
Week of August 30			HR sends email to deans, department chairs and directors of instructional units providing promotion information and materials.
Within 1 week of Fac. Senate's approval of new members.			Provost or designee sends email to Joint Promotion Committee members with committee procedure schedule and orientation meeting reminder.
Friday, September 24	4:00 p.m.	325 Graff	Initial Joint Promotion Committee meeting. Provost or designee distributes suggested readings and provides new member orientation.
Friday, October 22			Faculty recommendations for promotion due from department chairs to deans or division officers.
Friday, November 12	4:30 p.m.		Deans or division officer recommendations for promotion due to provost.
By Wednesday, November 24			Provost or designee emails presenter assignments, applicant evaluation forms, preliminary ballots and information about files access to committee members.
Wednesday, November 24 to Friday, January 7	All times		Committee reads files.
Friday, January 7	8:00 a.m.		Preliminary evaluation forms due.
Monday, January 10	8 a.m. to completion	325 Graff	Presentations and discussion meeting.
Tuesday, January 18	4:30 p.m.		Final evaluation forms due.
Friday, January 21			Provost sends notice of reconsideration cases to committee members.
Friday, January 28	4:00 p.m.	325 Graff	Review and reconsideration meeting.
Monday, January 31	4:30 p.m.		Reconsideration ballots due.
By Friday, February 4			Provost sends letters to all candidates within 7 days of the committee decisions. Letters to candidates not recommended for promotion contain reasons for this recommendation.
Monday, February 7 through Monday, February 14			Appeal period during which candidates can formally appeal a negative decision.
By Monday, February 14			Provost sends letter to all appeal candidates with date and time of appeal meeting.
Thursday, February 24	12:00 noon		Appeals due to Provost's Office via provost@uwlax.edu . Appeals available to committee by 4:00 p.m.
Friday, February 25	4:00 p.m.	325 Graff	Appeals meeting.
Monday, February 28	4:30 p.m.		Appeal ballots due
By Monday, March 7			Provost sends letter to all appeal candidates with results of appeal.
Friday, March 25	4:00 p.m.	325 Graff	Follow-up meeting.
By Friday, April 1			Human Resources emails draft promotion eligibility lists for next academic year to deans/chairs/directors for review.
Wednesday, April 20	3 p.m.	332 Cartwright	Candidate and Departmental Promotion Committee Information Session. Primarily intended for faculty applying for promotion in following academic year.
Thursday, April 21	3 p.m.	332 Cartwright	Candidate and Departmental Promotion Committee Information Session. Primarily intended for faculty applying for promotion in following academic year.