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### Promotion calendar

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Division of Academic Affairs, "Promotion calendar" (2020). *Evidence Inventory*. 36.  
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## Promotion calendar

### Abstract

Kean University Application Calendar For Promotion in Faculty Rank Academic Year 2020-2021

### Keywords

promotion in faculty rank, promotion calendar

**Kean University**  
**Application Calendar**  
**For Promotion in Faculty Rank**  
**Academic Year 2020-2021**

| <u>Activity</u>   | <u>To be Completed on<br/>or Before</u> |
|---|---|
| 1. Eligible faculty member notifies in writing the Executive Director/Department Chairperson of their intent to apply for promotion.  | Sept. 11, 2020 (Fri.)                   |
| 2. Candidate submits application for promotion to either the School/Department ARTP Committee or a special promotion review committee appointed by the College Dean.  | Oct. 2, 2020 (Fri.)                     |
| (a) If peer observations and student instructional report (SIR II) have been made, these supporting materials may be added by the DPC to a candidate's promotion file. If peer observations and SIR II's will be done during the Fall 2020 semester, see Activity 3b.   |   |
| (b) DPC assigns committee members to write peer observations and to administer SIR II's. This activity should be conducted between September 21 and October 5 and materials should be included in the candidate's promotion file.   |   |
| 3. DPC completes its review of a candidate's application for promotion and sends the candidate written notification of its recommendation.  | Oct. 13, 2020 (Tues.)                   |
| (a) In the case of a negative recommendation, this notification must include a statement of reasons for the recommendation.   |   |
| (b) DPC holds all recommendations on candidates until completion of the departmental appeal procedures, see Activity 6.   |   |
| 4. A promotion candidate not recommended by the DPC may request a substantive appeal hearing at the departmental level.* At the conclusion of the hearing, the DPC conducts a final vote on the candidate's application and, if necessary, on the rank order of all school/departmental candidates' applications for promotion to same academic rank. | Oct. 19, 2020 (Mon.)                    |
| 5. DPC must respond in writing to appeals from candidates not recommended for promotion at the school/departmental level.   | Oct. 26, 2020 (Mon.)                    |
| 6. DPC forwards to University Promotion Committee (UPC) recommendations for promotions.   | Oct. 30, 2020 (Fri.)                    |

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|-----|--|----------------------|
| 7.  | UPC completes a preliminary review. If a candidate is deemed ineligible for promotion by the UPC, notification must include a statement of reasons for the lack of eligibility. (A candidate shall have an opportunity to collect and submit required data with the letter of appeal)* | Nov. 6, 2020 (Fri.)  |
| 8.  | Candidates deemed not eligible for promotion by the UPC may submit a written appeal to the UPC. Chairperson of UPC will distribute the appeal request to the Committee for review on or before November 30th.  | Nov. 18, 2020 (Wed.) |
|     | (a) UPC meets to consider the candidate's appeal. Candidate is allowed to attend. At the conclusion of the appeal session, UPC votes on the candidate's appeal.  |                      |
| 9.  | UPC sends to appellant a written response to his/her appeal.   | Nov. 25, 2020 (Wed.) |
| 10. | UPC completes the review and ranking of all folders and sends to candidates a written notification of its recommendation. UPC forwards its final recommendation to the President for review.   | Jan. 8, 2021 (Fri.)  |
| 11. | President sends the candidate written notification of intent to recommend or not recommend to the Board of Trustees.   | Jan. 22, 2021 (Fri.) |
| 12. | A candidate not recommended for promotion by the President may file a written appeal to the President on substantive grounds*.   | Feb. 3, 2021 (Wed.)  |
| 13. | President responds to the substantive appeal from the candidate in writing.  | Feb. 12, 2021 (Fri.) |
| 14. | President forwards promotional recommendations to the Board of Trustees Academic Policy and Personnel Committee (APP).   | Feb. 12, 2021 (Fri.) |
| 15. | Board receives promotional recommendations from the APP Committee and takes official action.   | Mar. 8, 2021 (Mon.)  |
| 16. | Last day the President sends notification to the candidate regarding final promotional decision by the Board of Trustees.  | Mar. 19, 2021 (Fri.) |
| 17. | President provides to the University Community the final promotion decision of the Board of Trustees.  | Mar. 26, 2021 (Fri.) |

\* Cases involving procedural violation (other than the absence of required student evaluations and/or peer observations), discriminatory treatment, or denial of academic freedom would be handled under the grievance procedure (Article VII, "Grievance Procedure in the Agreement").