

**Clarion University of Pennsylvania
University-Wide Promotion Committee**

**Promotion Timetable
2011-2012**

I. Applicant

By November 1 (Tuesday), 2011:

- Submits application with evidence of achievement related to promotion criteria to the department chairperson
- Submits copy of application form to the appropriate Dean/Vice President, and Provost

By February 1 (Wednesday), 2012:

- Receives a copy of recommendation for promotion from Dean/Vice President

By February 7 (Tuesday), 2012:

- Notifies the chair of the University-Wide Promotion Committee if a meeting with the committee is desired

By February 15 (Wednesday), 2012:

- May submit a written statement to the University-Wide Promotion Committee addressing the Dean's/Vice President's recommendation

By February 21 (Tuesday), 2012:

- Receives a copy of recommendation for promotion from Provost

By March 1 (Thursday), 2012:

- May submit a written statement to the University-Wide Promotion Committee addressing the Provost's recommendation

II. Department Chairperson

By October 1 (Saturday), 2011:

- Conduct election of the department promotion committee

By October 15 (Saturday), 2011:

- Convene the first meeting of the department promotion committee
- Conduct the election of a committee chairperson

By November 1 (Tuesday) 2011:

- Receives application with supporting data from the applicant
- Forwards application materials to the Department Promotion Committee

By January 7 (Saturday), 2012:

- Forwards all data and materials upon which the department chairperson's recommendation are based to the President
- Note: the files will be available to Dean/Vice President, Department Chairs and Department Committee members at a central location until February 1st.

By January 18 (Wednesday), 2012:

- Informs all candidates of department chair's recommendation

By February 1 (Wednesday), 2012:

- Submits in writing the full list of applicants from the department together with a detailed recommendation with respect to each applicant, in writing, to the University-wide Promotion Committee
- Forwards a copy of the list of applicants to the appropriate dean or other management personnel

III. Department Promotion Committee

By October 15 (Saturday), 2011:

- Holds an organization meeting
- Provides the candidate with standard forms which are to be completed by him/her and submitted to the department chairperson with appropriate accompanying evidence.

By November 1 (Tuesday), 2011:

- Receives applications, etc., from the department chairperson

By January 7 (Saturday), 2012:

- Forwards all data and materials upon which the recommendation of the Department Promotion Committee are based to the President
- Note: the files will be available to Dean/Vice President, Department Chairs and Department Committee members at a central location until February 1st.

By January 18 (Wednesday), 2012:

- Informs all candidates of the recommendation to be made by the Department Promotion Committee

By February 1 (Wednesday), 2012:

- Submits in writing the list of applicants together with detailed recommendations to the University-Wide Promotion Committee
- Forwards a copy of the list of applicants to the appropriate dean or other appropriate management personnel

IV. Dean/Vice President and Provost

Dean/Vice President

By February 1 (Wednesday), 2012:

- Submits a detailed recommendation for promotion to the University-Wide Promotion Committee
- Forwards a copy of detailed recommendation for promotion to applicant

Provost

By February 21 (Tuesday), 2012:

- Submits a recommendation to the University-Wide Promotion Committee
- Forwards copy of recommendation to the applicant

V. University-Wide Promotion Committee

By September 20 (Tuesday), 2011:

- Holds an organizational meeting

By April 15 (Sunday), 2012:

- Assembles in preferential order for promotion at each rank and forward the full list together with its recommendation to the President.
- Returns data and material reviewed by the University-Wide Promotion Committee to the President

VI. President

By July 15 (Sunday), 2012:

- Announces promotions

Submitted by Todd Lavin, University-Wide Promotion Committee Chairperson 2005
Revised by Brent Register, University-Wide Promotion Committee Chairperson 2006