

**PROMOTIONS COMMITTEE CALENDAR 2020-**

This letter also refers recipients to relevant sections of the Faculty Handbook (Part One, Article VIII, Sections A and F).

**By the third week of September**

The Chair of PC announces the date of an informational meeting about promotion criteria and procedures to be held in late September or early October.

The ADOF informs the Chair of PC of any special arrangements regarding chairs, program directors, or program personnel committees in promotion cases.

**By the end of September**

The DOF/VPAA calls for nominations for endowed chairs (if any chairs are available for the coming year).

**OCTOBER 2020**

**By the second week of October**

PC, along with the DOF/VPAA and ADOF, holds an informational meeting for prospective candidates for promotion, chairs/program directors/PPC chairs, and all other interested parties. The purpose of the meeting is to discuss promotion criteria and procedures.

The Chair of PC makes arrangements to replace any member(s) of PC who will be recused because a candidate is a member of their department; because the committee member expects to submit an internal letter for a candidate; or because the committee member is a promotion candidate themselves. If the Chair of PC will be recused from a case, the remaining members of PC choose another committee member to serve as a substitute Chair and to identify a replacement member for the case in question. The

p.m. on this date, the PC's copies of candidates' Brightspace files

