

PROMOTION	
NOTE: Packets are assembled by the candidate (with help from the administrative assistant in the candidate's department). The candidate should not see letters from current students.	
All letters relating to promotion applications, including those from external scholarship reviewers, should be addressed to the Department Chair and submitted	by January 6
Promotion candidate submits ten complete packets to the Department Chair including all letters.	January 6
Department Chair submits nine complete packets to the Dean	January 6
Chair submits report to Dean and promotion candidate	January 20
Dean submits recommendation to VPAA and TRAC	January 30
Dean's Assistant distributes two packets to the VPAA and a packet to each TRAC member	January 30
TRAC submits its recommendations on promotions to VPAA	March 5*
VPAA submits recommendations on promotions to President	March 15
President announces decision on promotion applications	As soon as possible after March 15
*In a year in which the number of tenure/promotion candidates is such as to make it impossible for TRAC to complete its work on promotions by March 5, TRAC will complete its work as soon as possible afterward, and the timetable for the VPAA's recommendation and the President's decision will be adjusted accordingly. TRAC will notify the faculty of the delay as soon as possible.	