

**GSAPP PROMOTION PACKET OVERVIEW TIMETABLE
– UPDATED MARCH 2024**

	UNIVERSITY TIMELINE	GSAPP'S TIMETABLE	ACTIVITIES	DESCRIPTION OF ACTIVITIES
DEPARTMENTAL LEVEL				
Departmental Level (Department Chair & Dept. Administrative Assistant)	May	February 1	<u>Candidate:</u> Notification to Chair	- Inform your Chair of your intention to seek promotion/tenure.
	May	February 15	<u>Chair:</u>	- Determine who must be evaluated (up or out cases) - Determine "rank review" candidates - Solicit names of others for promotion
	May	March 1-March 30	<u>Chair:</u> 30 Day Notification Letter to Candidate <u>Candidate:</u> Submit List of External Referees (Does not apply to NTT teaching)	- Send thirty (30) day notification letters to above individuals - Chair discusses appropriate external referees with Candidates - Chair discusses external referees with Dean's Office
	May	April 1-April 30	<u>Chair:</u> Send Preliminary Solicitation Letters	- Send preliminary solicitation letter to external referees (using sample letter in Appendix G)
	June 1	May 15	<u>Chair:</u> Submit Candidate List to the Dean	- Send list of candidates for reappointment, tenure and/or promotion to the Dean

	June/July	May 30 – June 15	<u>Chairs:</u> Send Solicitation Letters	<ul style="list-style-type: none"> - Send solicitation letters to external referees using sample letters in Appendix G-1 through G-II (changes to solicitation letters must be approved by the Associate Vice President for Academic Affairs/Chancellors) - NOTE: Publications for consideration by external reviewers must be included - If applicable, ad hoc committee members are appointed by the Dean (University's Deadline: <u>June/July</u>)
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Dean's Office (Dean & Dean's Administrative Assistant)	June 1	June 1	<u>Dean's Office:</u> Send Candidate List	- Send list of candidates for reappointment, tenure and/or promotion to SVPAA (University's Deadline: <u>June 1</u>)
		July 1	<u>Candidate</u>	- A draft of Form 1A can be submitted to Jude McLane for preliminary review and feedback.
		July 1	<u>Chair</u>	- Mail review packets to external reviewer. Reviewer's responses are due September 1
Department (Department Chair & Dept. Administrative Assistant)	August	August 1	<u>Candidate:</u> Form 1A Due	<ul style="list-style-type: none"> - Candidate completes applicable Form 1. - NOTE: If candidate wish to submit a teaching portfolio, it can be submitted the same time as Form 1A is submitted. (University's Deadline: <u>August</u>). - NOTE: If Chair or Unit Director disagrees with the information a candidate presented on Form 1, within 10 working days of receipt, the Chair or Unit Director must submit written arguments of dissent and attach it to the candidate's packet.

	August	August 1	<u>Candidate:</u> Appendix H Due Inventory listing of materials to be included in package for reappointment or promotion	<ul style="list-style-type: none"> - Obtain the inventoried Supplemental Materials from each candidate (Appendix H). - NOTE: All publications for consideration must be included. - NOTE: Faculty has the option of sending their vitae's to the Office of Institutional Research and Academic Planning in early June so that they can support entering data into the faculty surveys. (University's Deadline: August)
	August	August 1		<ul style="list-style-type: none"> - Center for Teaching Advancement and Assessment Research sends teaching grids to units for inclusion in Form 1 for faculty reappointment, tenure and promotion (for the candidates on the official list from the Office of Academic Affairs, Labor Relations). (University's Deadline: August)
	September	September 1-September 21	<u>Chair:</u>	<ul style="list-style-type: none"> - Verify that confidential letters are received from external referees

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			<u>Chair:</u> Form 4 Completed <u>Candidate:</u> Receives Notification of Departments Action	<ul style="list-style-type: none"> - Chair consults with tenured members of the department to determine whether to have a reading committee - Obtain report from secondary department, unit or program, if applicable - Hold departmental meetings <hr/> <ul style="list-style-type: none"> - Departmental narrative (Form 4) is written <hr/> <ul style="list-style-type: none"> - Notify candidate, in writing, of department's action within 5 working days of department meeting

DEAN'S OFFICE

Department submits candidate materials to the Dean's Office

A&P Committee	October	September 22 – October 4	<u>A&P Committee:</u>	- A&P Committee reviews candidate's official packet, meets with the Dean to provide its advice and incorporates its advice in a written report.
Dean's Level (Dean & Dean's Administrative Assistant)	October/November	October 5- October 19	<u>Dean:</u>	- Dean's narrative (Form 5) is written
		October 20- October 30	<u>Dean:</u>	- Dean notifies candidate within 10 days of final decision on reappointment with tenure, and promotions involving tenured ranks, where both the department and decanal levels are negative, excluding cases being considered under rank review provision. <i>(University Deadline: October/November)</i>
	NOVEMBER 1	October 20	<u>Dean:</u>	- One copy of the original packet is submitted to the Office of the Senior Vice President for Academic Affairs, Old Queens, Room 302. <i>(University Deadline: November 1 if tenure decisions, December 1 for promotions without tenure)</i>

UNIVERSITY PROMOTION REVIEW COMMITTEE

Dean's office submits candidate materials to PRC

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University Level	After the Start of the Spring Semester: January – April		<u>Promotion Review Committee (PRC):</u>	<ul style="list-style-type: none"> - Promotion Review Committee (PRC) meets on a weekly basis - Supplemental Materials are requested for PRC - Chancellor in Newark and Camden notify deans/directors of decisions on promotions and reappointments to non-tenured ranks. In New Brunswick, Chancellor informs deans/directors of decisions on promotions to non-tenured ranks; final decisions on reappointments without tenure rest with the Deans. - NTT promotions and reappointments do not go to the PRC
	April and June		<u>President:</u>	<ul style="list-style-type: none"> - President makes recommendations to the Board of Governors
				<ul style="list-style-type: none"> - Candidates are notified of decision