# GSAPP Promotion Packet Overview

**Timetable – Updated March 2021**

<table>
<thead>
<tr>
<th>University Timeline</th>
<th>GSAPP’s Timetable</th>
<th>Activities</th>
<th>Description of Activities</th>
</tr>
</thead>
</table>
| **Departmental Level** (Department Chair & Dept. Administrative Assistant) | May | February 1 | Candidate: Notification to Chair | - Inform your Chair of your intention to seek promotion/tenure.  
- **NOTE:** Tenured faculty may not go up for promotion until they have been in rank six years and have not been previously evaluated for promotion for four years (p. 56 of current contract). |
| | May | February 15 | Chair: | - Determine who must be evaluated (up or out cases)  
- Determine “rank review” candidates  
- Solicit names of others for promotion |
| | May | March 1-March 30 | Chair: 30 Day Notification Letter to Candidate  
Candidate: Submit List of External Referees  
Chair and Dean: | - 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 | Chair: Send Preliminary Solicitation Letters | - Send preliminary solicitation letter to external referees (using sample letter in Appendix G) |
| | June 1 | May 15 | Chair: 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 | Chairs: Send Solicitation Letters | - 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: June/July) |
<table>
<thead>
<tr>
<th>UNIVERSITY TIMELINE</th>
<th>GSAPP’S TIMETABLE</th>
<th>ACTIVITIES</th>
<th>DESCRIPTION OF ACTIVITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean's Office</td>
<td>June 1</td>
<td>Dean's Office: Send Candidate List</td>
<td>- Send list of candidates for reappointment, tenure and/or promotion to SVPAA (University’s Deadline: June 1)</td>
</tr>
<tr>
<td>(Dean &amp; Dean’s</td>
<td>June 1</td>
<td>Candidate</td>
<td>- A draft of Form 1A can be submitted to Jude McLane for preliminary review and feedback.</td>
</tr>
<tr>
<td>Administrative</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant)</td>
<td></td>
<td>Chair</td>
<td>- Mail review packets to external reviewer. Reviewer’s responses are due September 1</td>
</tr>
</tbody>
</table>
| Department          | August            | Candidate: Form 1A Due | - 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: August).  
- 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. |
| (Department Chair & | August 1          | Candidate: | - 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) |
<p>| Dept. Administrative |                   | Appendix H Due | - 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) |
| Assistant)          |                   |            |                           |
| August              | August 1          | Chair:     | - Verify that confidential letters are received from external referees |
| September           | September 1-September 21 |            |                           |</p>
<table>
<thead>
<tr>
<th>UNIVERSITY TIMELINE</th>
<th>GSAPP’S TIMETABLE</th>
<th>ACTIVITIES</th>
<th>DESCRIPTION OF ACTIVITIES</th>
</tr>
</thead>
</table>
|                     |                   | **Chair:** | - Chair consults with tenured members of the  
|                     |                   | **Form 4 Completed** | department to determine whether to have a reading  
|                     |                   | **Candidate:** | - Obtain report from secondary department, unit or  
|                     |                   | **Receives Notification of** | program, if applicable  
|                     |                   | **Departments Action** | - Hold departmental meetings  
|                     |                   |           | - Departmental narrative (Form 4) is written  
|                     |                   |           | - 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 | **A&P Committee:** | - 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        | October/November | October 5-October 19     | **Dean:** | - Dean’s narrative (Form 5) is written  
| (Dean & Dean’s Administrative Assistant) |                  |                          |                 |  
|                     |                  | October 20-October 30    | **Dean:** | - 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. (University  
|                     |                  |                          |                 | Deadline: October/November)  
|                     |                  | October 20              | **Dean:** | - One copy of the original packet is submitted to the  
| NOVEMBER 1          |                  |                          |                 | Office of the Senior Vice President for Academic  
|                     |                  |                          |                 | Affairs, Old Queens, Room 302. (University Deadline:  
|                     |                  |                          |                 | November 1 if tenure decisions, December 1 for  
|                     |                  |                          |                 | promotions without tenure)  

**UNIVERSITY PROMOTION REVIEW COMMITTEE**

Dean’s office submits candidate materials to PRC
<table>
<thead>
<tr>
<th>UNIVERSITY TIMELINE</th>
<th>GSAPP’S TIMETABLE</th>
<th>ACTIVITIES</th>
<th>DESCRIPTION OF ACTIVITIES</th>
</tr>
</thead>
</table>
| University Level    | After the Start of the Spring Semester: January – April | **Promotion Review Committee (PRC):** | - 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. |
| April and June      |                    | **President:** | - President makes recommendations to the Board of Governors  
- Candidates are notified of decision |