

Kean University
Application Calendar
For Promotion in Faculty Rank
Academic Year 2021-2022
Updated II

| <u>Activity</u> | <u>To be Completed on or Before</u> |
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| 1. Eligible faculty member notifies in writing the Executive Director/Department Chairperson of their intent to apply for promotion. | Oct. 15 2021 (Fri.) |
| 2. Candidate submits application for promotion to either the School/Department ARTP Committee or a special promotion review committee appointed by the College Dean. | Nov. 8, 2021 (Mon.) |
| (a) If peer observations and student instructional report (Course Evaluations) have been made, these supporting materials may be added by the DPC to a candidate's promotion file. If peer observations and Course Evaluations (formerly SIR II's) will be done during the Fall 2021 semester, see Activity 3b. | |
| (b) DPC assigns committee members to write peer observations. | |
| 3. DPC completes its review of a candidate's application for promotion and sends the candidate written notification of its recommendation. | Nov. 22, 2021 (Mon.) |
| (a) In the case of a negative recommendation, this notification must include a statement of reasons for the recommendation. | |
| (b) DPC holds all recommendations on candidates until completion of the departmental appeal procedures, see Activity 6. | |
| 4. A promotion candidate not recommended by the DPC may request a substantive appeal hearing at the departmental level.* At the conclusion of the hearing, the DPC conducts a final vote on the candidate's application and, if necessary, on the rank order of all school/departmental candidates' applications for promotion to same academic rank. | Nov. 24, 2021 (Wed.) |
| 5. DPC must respond in writing to appeals from candidates not recommended for promotion at the school/departmental level. | Dec. 2, 2021 (Thurs.) |
| 6. DPC forwards to University Promotion Committee (UPC) recommendations for promotions. | Dec. 3, 2021 (Fri.) |

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| 7. | UPC completes a preliminary review. If a candidate is deemed ineligible for promotion by the UPC, notification must include a statement of reasons for the lack of eligibility. (A candidate shall have an opportunity to collect and submit required data with the letter of appeal)* | Dec. 10, 2021 (Fri.) |
| 8. | UPC completes the review and ranking of all folders and sends to candidates a written notification of its recommendation. UPC forwards its final recommendation to the President for review. | Jan. 10, 2022 (Mon.) |
| | (a) The UPC will meet with the President or the Provost after submitting rankings but before he/she has made a decision on promotions to share the committee's thinking and concerns. | |
| 9. | President sends the candidate written notification of intent to recommend or not recommend to the Board of Trustees. | Jan. 24, 2022 (Mon.) |
| 10. | A candidate not recommended for promotion by the President may file a written appeal to the President on substantive grounds*. | Feb. 2, 2022 (Wed.) |
| 11. | President responds to the substantive appeal from the candidate in writing. | Feb. 11, 2022 (Fri.) |
| 12. | President forwards promotional recommendations to the Board of Trustees Academic Policy and Personnel Committee (APP). | Feb. 11, 2022 (Fri.) |
| 13. | Board receives promotional recommendations from the APP Committee and takes official action. | Mar. 7, 2022 (Mon.) |
| 14. | Last day the President sends notification to the candidate regarding final promotional decision by the Board of Trustees. | Mar. 18, 2022 (Fri.) |
| 15. | President provides to the University Community the final promotion decision of the Board of Trustees. | Mar. 25, 2022 (Fri.) |
| | <ul style="list-style-type: none"> • Cases involving procedural violation (other than the absence of required student evaluations and/or peer observations), discriminatory treatment, or denial of academic freedom would be handled under the grievance procedure (Article VII, "Grievance Procedure in the Agreement"). | |