

Promotion to Senior Teaching Professor Timeline

Date	Initiator	Action	Reference
Before May 1	Candidate	Notifies Dean of wish to be considered for Promotion to Senior Teaching Professor; provides updated CV	Article 20.02
May 1	Dean	Forwards to the Provost names and updated CV of all candidates who wish to be considered for promotion.	Article 20.02 d)
August 31	Candidate	Provides Dean with list of at least three possible referees	Article 20.05 b) and 20.08
December 1	Referees	Submit letters of appraisal	Article 20.05 h)
December 1	Dean	Seeks written evaluations from colleagues in Faculty and former students	Article 20.06 a) and b)
December 1	Provost	Communicates names of PRC members <i>Candidate has 10 Days to submit any objections in writing</i>	Article 20.03 d)
December 15	Dean	Provides candidate with letters from referees, colleagues, students, and dean's assessment <i>Candidate has until the first Day of January to provide written response</i>	Article 20.09
January 15	Dean	Provides the PRC with their assessment, letters, and candidate's documentation	Article 20.10
March 31	Chair, PRC	Conveys PRC recommendation to the candidate and President	Article 20.11 a)
April 30	President	Informs candidate and Provost of their recommendation within one month. Presents positive recommendation to Board of Governors at next scheduled meeting; candidate notified of Board's decision within 10 Days. <i>Candidate has 10 Days to appeal negative recommendation</i>	Article 20.11 c) – e)
July 1	N/A	Decision to grant promotion effective	Article 20.11 f)

Day: When capitalized, refers only to days when the University is open

Dean: Teaching Faculty Member's Dean or designate

Provost: Provost or designate