**APT Timeline\***

**Candidates for Promotion to Associate or Full Professor or Tenure**

**2019-2020**

|  |  |
| --- | --- |
| **Date** | **Action** |
| Prior to further steps | Candidate discusses with immediate supervisor as to appropriateness and timeliness of application |
| 4/8/19 | Candidate informs immediate supervisor of intent to seek promotion |
| 5/6/2019 | Candidate submits required forms (A & B from APT Guidelines) to APT staff with required signature |
| 5/20/2019 | Candidate submits names, rank, email, and webpage information of 5 potential external reviewers to APT staff (See requirements in APT Guidelines) |
| 6/3/2019 | Supervisor of candidate submits at least 5 additional names and contact information for external reviewers to support staff |
| 9/2/2019 | Candidate submits complete electronic copy of dossier to APT staff with copy to immediate supervisor |
| 9/16/2019 | APT primary reviewer reviews dossier for issues of noncompliance with requirements and notifies candidate by this date. If problems, applicant given 1 week to remedy or withdraw |
| 4/6/2020 | Vote by APT faculty on recommendation to the Dean for each Associate or Full Professor Promotion/Tenure Candidate |
| 4/7/2020 | Notification of results to Dean, candidates, and voting members |
| 4/28/2020 | Dean reviews APT dossiers, external reviews, and faculty recommendations, and forwards recommendation to Provost |
| Upon Provost decision | Dean notifies candidate of Provost’s decision |

\*Note: If the deadline date falls on Saturday, Sunday, or a holiday, the deadline date will occur on the following business day.

**APT Timeline\***

**Candidates for Instructional Series for master’s prepared faculty seeking series change to Professorial Series and rank of Assistant Professor of Clinical Nursing**

**2019-2020**

|  |  |
| --- | --- |
| **Date** | **Action** |
| Prior to further steps | Candidate discusses with immediate supervisor as to appropriateness and timeliness of application |
| 4/8/2019 | Candidate informs immediate supervisor of intent to seek series change and rank of Assistant Professor of Clinical Nursing |
| 5/6/2019 | Candidate submits required forms (A & B from APT Guidelines) to APT staff with required signature |
| 1/20/2020 | Candidate submits complete electronic dossier to APT staff |
| 2/10//2020 | APT primary reviewer reviews dossier for issues of noncompliance with requirements. If problems arise, applicant given 1 week to remedy or withdraw |
| 4/6/2020 | Vote by APT faculty on recommendation to the Dean for each candidate |
| 4/7/2020 | Notification of results to Dean, candidate and voting members |
| 4/28/2020 | Dean reviews APT dossiers & faculty recommendation, notifies candidate, and sends recommendation to Provost |

\*Note: If the deadline date falls on Saturday, Sunday, or a holiday, the deadline date will occur on the following business day.

**Timeline\***

**Candidates for series or track change based on earned doctorate – Not reviewed by APT**

**2019-2020**

|  |  |
| --- | --- |
| **Date** | **Action** |
| by 10/1/2019 | Candidate discusses with supervisor plans for seeking series change from Instructional to Professorial as either Assistant Professor or Assistant Professor of Clinical Nursing |
| 10/15/2019 | Candidate notifies the APT Support Staff and APT Chair of the intent to seek series change |
| 3/2/2020 | Candidate submits the following documents electronically:  Updated CV in SON format  Written statement of rationale for the request based on criteria for the series and rank requested. See appropriate Appendix A to SON Policy 60-01.10.  Evidence of earned doctorate from accredited institution or date of anticipated graduation and when official transcript will be submitted  Support letter from the appropriate Program Director or Campus Associate Dean  **All documents are to be submitted to the APT Support Staff as a combined, single PDF file** |
| 3/12/2020 | APT support staff submits materials to the Dean |
| 4/23/2020 | Dean: Reviews promotion application. Notifies promotion candidates of recommendation |

\*Note: If the deadline date falls on Saturday, Sunday, or Holiday, the deadline date will occur on the following business day.