**APT Timeline\***

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

**2020-2021**

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| --- | --- |
| **Date** | **Action** |
| April-May 2020 | Candidate discusses readiness for promotion with supervisor during FPR.  |
| 6/1/2020 | Candidate submits required forms (B & C from APT Procedures) to APT staff with required signatures. |
| 6/8/2020 | Candidate submits names, rank, email, and webpage information of 5 potential external reviewers to APT staff (See directions in APT Guidelines). |
| 6/8/2020 | Supervisor of candidate submits at least 5 additional names and contact information for external reviewers to APT staff. |
| 9/11/2020 | Candidate submits complete electronic copy of dossier to APT staff with copy to supervisor. |
| 9/18/2020 | APT Chair reviews dossier for any problems with compliance and notifies candidate by this date. If problems, candidate given 1 week to remedy or withdraw. |
| Apr 5 2021 | Vote by APT faculty on recommendation to the Dean for each candidate for promotion to Associate or Full Professor or Tenure. |
| Apr 6 2021 | Notification of results to Dean, candidates, and voting members. |
| Apr 26 2021 | Dean reviews APT dossiers, external reviewer letters, 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 rank of Assistant Professor of Clinical Nursing and**

**Instructional Series for master’s prepared faculty seeking series change to Professorial Series**

**2020-2021**

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| --- | --- |
| **Date** | **Action** |
| April-May | Candidate discusses readiness for promotion or series change with supervisor during FPR.  |
| 6/1/2020 | Candidate submits required forms B & C from APT Procedures to APT staff with required signatures. |
| 1/18/2021 | Candidate submits complete electronic dossier to APT staff. |
| 2/8//2021 | APT Chair reviews dossiers for any problems with compliance and, if any, notifies the candidate by this date. Candidate given 1 week to remedy or withdraw. |
| 4/5/2021 | Vote by APT faculty on recommendation to the Dean for each candidate. |
|  4/6/2021 | Notification of results to Dean, candidate and voting members. |
| 4/26/2021 | 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.