

**APT Timeline\***  
**Candidates for Promotion to Associate or Full Professor or Tenure**  
**2020-2021**

| <b>Date</b>    | <b>Action</b>  |
|----------------|--|
| 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. |
| 3/1/2021       | Deadline to submit limited new information to APT Council (see APT Guidelines pg. 9 for definition of “limited new information”).                          |
| 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.                                 |

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| Upon<br>Provost<br>decision | Dean notifies candidate of Provost's decision. |
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\*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**

| <b>Date</b> | <b>Action</b>   |
|-------------|---|
| 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. |
| 3/1/21      | Deadline to submit limited new information to APT Council (see APT Guidelines pg. 9 for definition of “limited new information”).                           |
| 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.