Kean University
Application Calendar
For Promotion in Faculty Rank
Academic Year 2018-2019

Activity		To be Completed on or Before
1.	Eligible faculty member notifies in writing the Executive Director/Department Chairperson of their intent to apply for promotion.	Sept. 7, 2018 (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.	Sept. 28, 2018 (Fri.)
	(a) If peer observations and student instructional report (SIR II) have been made, these supporting materials may be added by the DPC to a candidate's promotion file. If peer observations and SIR II's will be done during the Fall 2018 semester, see Activity 3b.	
	(b) DPC assigns committee members to write peer observations and to administer SIR II's. This activity should be conducted between September 24 and October 5 and materials should be included in the candidate's promotion file.	
3.	DPC completes its review of a candidate's application for promotion and sends the candidate written notification of its recommendation.	Oct. 9, 2018 (Tues.)
	(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.	Oct. 15, 2018 (Mon.)
5.	DPC must respond in writing to appeals from candidates not recommended for promotion at the school/departmental level.	Oct. 22, 2018 (Mon.)
6.	DPC forwards to University Promotion Committee (UPC) recommendations for promotions.	Oct. 26, 2018 (Fri.)

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)*	Nov. 2, 2018 (Fri.)
8.	Candidates deemed not eligible for promotion by the UPC may submit a written appeal to the UPC. Chairperson of UPC will distribute the appeal request to the Committee for review on or before November 30th.	Nov. 14, 2018 (Wed.)
	(a) UPC meets to consider the candidate's appeal. Candidate is allowed to attend. At the conclusion of the appeal session, UPC votes on the candidate's appeal.	
9.	UPC sends to appellant a written response to his/her appeal.	Nov. 21, 2018 (Wed.)
10.	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. 4, 2019 (Fri.)
11.	President sends the candidate written notification of intent to recommend or not recommend to the Board of Trustees.	Jan. 18, 2019 (Fri.)
12.	A candidate not recommended for promotion by the President may file a written appeal to the President on substantive grounds*.	Jan. 30, 2019 (Wed.)
13.	President responds to the substantive appeal from the candidate in writing.	Feb. 8, 2019 (Fri.)
14.	President forwards promotional recommendations to the Board of Trustees Academic Policy and Personnel Committee (APP).	Feb. 8, 2019 (Fri.)
15.	Board receives promotional recommendations from the APP Committee and takes official action.	Mar. 11, 2019 (Mon.)
16.	President sends to candidate final promotional decision by the Board of Trustees.	Mar. 22, 2019 (Fri.)
17.	President provides to the University Community the final promotion decision of the Board of Trustees.	Mar. 29, 2019 (Fri.)

* 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").