



KEAN

PROMOTION in Faculty Rank

Application Calendar for Academic Year 2024-2025
(for Promotions effective AY 2025-2026)

PROMOTION in Faculty Rank Activity	To be Completed on or Before
1. Eligible faculty member ¹ notifies in writing the Department Chairperson and Dean of their intent to apply for promotion and requests a Promotion case packet ² for the purposes of preparing for the external review process ³ .	Mar. 4, 2024 (Mon.)
2. Candidate submits full application for promotion via <i>Interfolio</i> to either the Department ARTP Committee or a special promotion review committee (DPC) appointed by the College Dean. a. If peer observations and student course evaluations have been made, these supporting materials should be included in the candidate's promotion file. If peer observations will be done during the Fall 2024 semester, see Activity 2b. b. DPC assigns committee members to write peer observations. This activity should be conducted between September 4 th and October 1 st and materials should be included in the candidate's promotion file.	Oct. 1, 2024 (Tues.)
3. DPC completes its review of a candidate's application for promotion and sends the candidate written notification of its recommendation. 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 5.	Oct. 15, 2024 (Tues.)

¹ A full-time faculty member who recently received a promotion or range adjustment award must complete four years in the rank or range before applying for another promotion.

² Promotion applications are submitted electronically and materials are shared with external reviewers via *Interfolio*. Email interfolio@kean.edu to request a case packet.

³ See *External Review Timeline* posted on the *Faculty Processes & Forms* [website](#) for details and associated deadlines.

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| 4. A promotion candidate not recommended by the DPC may request a substantive appeal hearing at the departmental level ⁴ . 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. 22, 2024 (Tues.) |
| 5. DPC responds in writing to appeals from candidates not recommended for promotion at the school/departmental level and forwards to University Promotion Committee (UPC) recommendations for promotions. | Nov. 1, 2024 (Fri.) |
| 6. UPC completes a preliminary review and communicates with applicants if clarification of information is necessary. A candidate shall have an opportunity to collect and submit required data such as missing student evaluations or peer observations or substantive new information not included in the current application. | Nov. 18, 2024 (Mon.) |
| 7. 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. | Dec. 20, 2024 (Fri.) |
| a. The UPC will meet with the President or the Provost after submitting rankings but before the President or Provost has made a decision on promotions to share the committee's thinking and concerns. | Dec. 20, 2024 –
Jan. 10, 2025 |
| 8. President sends the candidate written notification of intent to recommend or not recommend to the Board of Trustees. | Jan. 17, 2025 (Fri.) |
| 9. A candidate not recommended for promotion by the President may file a written appeal to the President on substantive grounds ⁴ . | Jan. 27, 2025 (Mon.) |
| 10. President responds to the substantive appeal from the candidate in writing and forwards promotional recommendations to the Board of Trustees Academic Policy and Personnel Committee (APP). | Feb. 10, 2025 (Mon.) |
| 11. Board receives promotional recommendations from the APP Committee and takes official action. | Mar. 3, 2025 (Mon.) |
| 12. Last day the President sends notification to the candidate regarding final promotional decision by the Board of Trustees. | Mar. 14, 2025 (Fri.) |
| 13. President provides to the University Community the final promotion decision of the Board of Trustees. | Mar. 21, 2025 (Fri.) |

⁴ 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")