

### **Faculty Request for Promotion**

Faculty who wish to be considered for promotion should first familiarize themselves with the [Process, Procedures, and Deadlines](#) as outlined in the CVPA Faculty Manual, the [CVPA Bylaws](#) and [Winthrop University Policies and Procedures for the promotion review process](#).

CVPA's internal timeline is set to accommodate the processes required prior to the university deadline. If a deadline falls on a Saturday or Sunday, the deadline will be the first business day after the stated deadline. The deadline for each step is 11:59pm on the date stated.

**Faculty Member:** *I wish to be considered for Promotion during the next academic year. I understand that prior to submitting this **Request to Apply for Promotion in Rank** form, that I will meet with my Chair to discuss my eligibility before the stated deadline of May 1.*

---

Faculty Member Name & Signature

date

**Chair:** *I have met with the faculty member and support their application for promotion. I understand I should submit this completed form digitally via email no later than May 1 to the Dean, Associate Dean, and Dean's Executive Assistant, and that the applicant must be copied.*

---

Chair Name & Signature

date

\*If the chair has recommended that the faculty member is *not* ready to apply for promotion, they should provide their feedback with an action plan (which should reflect recommendations made in annual reviews). If the faculty member contests the recommendation, they should arrange to meet with the Dean to discuss their candidacy before May 1. While faculty are asked to carefully consider the recommendations, they have the right to prepare and apply for promotion.

## Process, Procedures, and deadlines

### April 15

The CVPA Dean's office provides promotion intention form to eligible faculty via email. This email will include the required process, procedures, and deadlines.

**Faculty** members who intend to apply for promotion are responsible for arranging a meeting with their Chair in advance of the **May 1 deadline** to the Dean, to discuss their eligibility and readiness.

### Before May 1 (11:59 pm)

After having met with the faculty member:

**If the chair agrees the faculty member is ready to go up for promotion**, they should sign the promotion intention form with their approval, prior to submitting to the Dean's office on May 1. The form should be submitted digitally via email to the Dean, Associate Dean, and Dean's Executive Assistant. The applicant must be copied.

**If the chair believes that the faculty member is not ready to go up for promotion**, they should provide their feedback with an action plan (which should reflect recommendations made in annual reviews).

**If the faculty member contests the recommendation**, they should arrange to meet with the Dean to review their candidacy before May 1. University policy states that one can still submit their dossier, however candidates are asked to consider the faculty and administrative time and resources required on all levels for such reviews.

### Before May 15 (11:59 pm)

**Chairs** submit department committees for promotion to Dean and Associate Dean. Chairs should consult with candidates prior to submitting to ensure there is no conflict of interest with any of the members.

**Associate Dean** opens promotion cases in Interfolio/ Faculty 180.

### Before June 1 (11:59 pm)

**Dean/ Associate Dean** provides a list of promotion (and tenure) committee members to the Office of Academic Affairs.

**Associate Dean** lists committees in Interfolio/ faculty 180.