



Resolution on Updating Promotions Review Timeline

WHEREAS, the promotions process passed by Academic Staff Assembly in fall of 2023 created a timeline for committee review of promotions materials; and

WHEREAS, academic staff face increasing workloads in the face of university budget cuts; and

WHEREAS, the current timeline requires a less than two week turn-around of review of materials; and

WHEREAS, this tight window creates difficulties in scheduling a final committee review meeting; and

WHEREAS, the chair of the committee must subsequently finalize committee recommendations and transmit them to the provost;

THEREFORE, BE IT RESOLVED that the promotions timeline outlined in Section 13.01 (b) of the ASA Personnel Rules be updated to the following to allow for flexibility and thorough review:

Promotion Timetable for Instructional Academic Staff Promotions

Action By	Action to Take	Action Given to	Typical Timeline*
Department Chairs	Alert Instructional Academic Staff of eligibility for promotion	Instructional Academic Staff	First Wednesday in October
Instructional Academic Staff Member	Submit portfolio to Personal Application Folder	Department Chair	Third Wednesday in December
Department/Chair	Submits letter of recommendation to Personal Application Folder	Dean	Third Wednesday in January
Dean	Submits letter of recommendation to Personal Application Folder	Academic Staff Assembly Instructional Academic Staff Promotions Committee	First Wednesday in February
Academic Staff Assembly Instructional Academic Staff Promotions Committee	Reviews applicant materials	Academic Staff Assembly Promotions Committee Chair	End of the Second Full Week of February
Academic Staff Assembly Promotions Committee Chair	Forwards promotions packets, which include application materials, scores, recommendations, and rankings justifications	Provost	End of the Third Full Week of February First full week of March.



Chancellor	Approves promotion/business title change and notifies candidates via letter (including base salary increase if applicable) and cc's Human Resources & Diversity, Department Chair, Dean and Provost, and sends spreadsheet of approved candidates	Academic Staff Assembly Promotions Committee Chair, Applicant, and Human Resources & Diversity	Late March/early April
Academic Staff Assembly Promotions Chair	Announcement of Promotions to ASA		First ASA meeting after Chancellor approval
Human Resources & Diversity	Human Resources & Diversity updates records with new business title and title and base salary		Prior to start of Fall semester

Action Date	2/28/24			
Action	Approved	Rejected	Tabled	Other
Vote Detail	Ayes	Nays	Abstentions	Other