

College of Pharmacy Promotion Cycle Timetable Non-tenure Track Faculty

Bylaws Deadline	Action
By June 1	<p>Candidate notifies Department Chair of intent to apply for promotion.</p> <ul style="list-style-type: none"> ▪ See bylaws COP Appendix A for procedure if candidate is a department chair or associate dean. ▪ Candidate must submit a list of suggested external evaluators to Department Chair.
By June 15	List of external evaluators will be identified by the candidate's Department Chair and shared with the candidate. List may or may not include evaluators from the Candidate's list.
By June 30	List of external evaluators is finalized. (See process to finalize List of External Evaluators in Bylaws section (J)(1)(c)).
By July 1	Candidate electronically submits complete and verified promotion dossier to Department Chair. Candidate may personally solicit and submit additional letters of support to be included in his/her dossier.
By July 15	Candidate must verify package for External Evaluators is accurate and complete. Candidate signs "Waiver of Access" document to external evaluations. Department Chair confirms External Evaluators' agreement to review dossiers and transmits package to External Evaluators. Evaluators are asked to provide written assessment response by Aug. 15.
Aug. 1	Department Chairs submit promotion dossier(s) to Office of Vice President for Academic Affairs (VPAA) to post for the College Appointment and Promotion Committee (CAPC) to review.
Sept. 1	<p>Candidate may withdraw application for promotion by this date.</p> <p>Department Chair submits External Evaluator letters to Office of VPAA for posting to CAPC.</p> <p>Department Chair's final deadline to submit promotion dossier(s) to Office of VPAA to post for CAPC, if unable to provide in August.</p>
Sept. 1	<p><u>Affiliated Faculty</u></p> <ul style="list-style-type: none"> - Deadline to submit promotion application form and CV to Department Chair. - Deadline for Department Chair to submit promotion applications to CAPC.
Oct. 1	Department Chair submits to Office of the VPAA written recommendation(s) for affiliated applications to be shared with CAPC.
Nov. 1	Department Chair submits his/her written letter(s) of recommendation for core and affiliated candidates to the CAPC by way of the Office of the VPAA.
Dec. 1	CAPC submits <u>Affiliated Faculty</u> promotion applications to Dean with written recommendation.
	CAPC submits written recommendation(s), reasons therefore, and record of the committee's vote to the Dean, via the Office of the VPAA. All elements of the promotion package are also forwarded to the Dean.

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Dec. 15	Dean notifies candidate in writing of his/her recommendation and reasons; therefore, the CAPC recommendation; and an explanation of the appeal process in the case of a negative recommendation.
Jan. 1	Candidate must notify Dean in writing of intent to appeal or the right is waived. The appeal will be scheduled in January and concluded by Feb. 1.
Feb. 1	Dean transmits positive recommendations to the President via the Office of the VPAA, including candidate promotion packages.
	<u>Affiliated Faculty</u> - Dean transmits positive recommendations to the President via Office of the VPAA.
Feb. 15	President forwards positive recommendations to the Board of Trustees for final approval at its next meeting.
	<u>Affiliated Faculty</u> - President forwards positive recommendations to the Board of Trustees for final approval at its next meeting.
Mar. 15 (or thereabouts)	Following Board of Trustees approval, the Dean shall notify the Candidate and Department Chair of the outcome via the Office of the VPAA.
	<u>Affiliated Faculty</u> - The Office of the VPAA notifies Candidates and their Department Chairs of the outcome of the Board of Trustees' action.

Dates in bold font are excerpted from the faculty bylaws Appendix A – COP “Procedures for Appointment, Promotion, Reappointment, and Evaluation of Non-tenure Track Faculty” (revised Aug. 30, 2018).

For complete process language, consult the Bylaws online at: <https://www.neomed.edu/3349-03-25-app-a-cop-procedure-for-appointment-promotion-reappointment-and-evaluation-non-tenure-track-faculty/>.

Contact the Office of the Vice President for Academic Affairs with any questions, ext. 6721.