



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. |



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| 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 |

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