

FACULTY PROMOTION CALENDAR 2024-2025

ACTION TAKEN	NO LATER THAN ¹
Departments form TRP or Promotion Committees.	May 31
All candidates indicate their intention to apply for promotion via email to their Department Chairs/Heads and Dean. Candidates inform the Provost's Office (deadline is 5:00 PM) through a fillable Google form posted here . Faculty who intend to apply for promotion are strongly urged to first speak with their Dean.	June 1
Candidates for Full Professor ^{2a,b} submit names of external reviewers (with CVs and other relevant information, when freely available) to the department TRP committee (or Department Promotion committee, as applicable) for vetting.	
Department committee vets the names and credentials of external reviewers and forwards to the Dean the names of selected external reviewers.	June 15
Dean finalizes review of external reviewers and notifies Department committee and candidate of the evaluator selection	June 30
Candidate submits CV and Executive Summary to the Department committee Chair for transmittal to external reviewers.	
Colleges/Schools form Tenure, Recontracting and Promotion committees.	
External reviewers' assessments are received by the Department committee Chair and shared with the candidate.	November 15
Candidate submits file to the Department Committee. Files must have a hyperlinked table of contents and must be searchable PDFs. Scanned images of pages are permitted only when appropriate, such as for student evaluations, peer observations, and other similar supplemental materials.	January 13
Department Committee concludes work and sends letter and vote sheet to the candidate ³ .	February 3
Candidate includes Department letter, response to it (if chooses to do so) and vote sheet and submits the updated main file and supplemental file to the College Promotion Committee. ³	February 10
College/School Committee concludes work and sends letter and vote sheet to the candidate and Department committee chair.	March 3
Candidate includes College/School committee letter, response to it (if chooses to do so) and vote sheet and submits the updated main file and supplemental file to the Dean. ³	March 10
If applicable, University Senate Recontracting, Tenure and Promotion Committee concludes work and sends conclusions to the Dean and the candidate. ³	March 31
Dean concludes work and sends letter to the candidate, the Department committee, and the Provost ³ and transfers the complete digital file to Provost.	
In cases of Dean's negative decisions, the candidate may choose to submit an appeal letter to the Provost or Designee. ³ Appeal letters should be emailed to vp-facultyaffairs@rowan.edu	April 14
Provost or Designee concludes work and notifies candidates.	May 16
Board of Trustees acts on promotion recommendations at regularly scheduled meeting.	June

NOTES:

¹If date listed is a holiday or weekend, the deadline is 5 PM on the next business day.

^{2a}Individuals applying for Promotion to the next rank based on the regular combination of scholarship, teaching and service should have completed a minimum of nine consecutive years in a full-time tenure-track/tenured faculty position and have completed a minimum of four consecutive academic years in the current rank at Rowan University or at a similar Carnegie-classified research university (for promotion to Full Professor), at the time of their application.

^{2b}Individuals applying for Promotion to the next rank based on extraordinary leadership/service and outstanding teaching should have completed a minimum of nine years in a full-time tenure-track/tenured faculty position and have completed a minimum of seven academic years in rank at Rowan University, at the time of their application. Also, these faculty are not and have not been receiving load for Scholarly and Creative Activity.

³Candidates have the option to withdraw their application after any level of review.