

**2026-2027 AFT PROCEDURAL CALENDAR FOR PROMOTION OF FACULTY AND LIBRARIANS
NOTIFY DATE TUESDAY, JUNE 30, 2027**

(Dates are internal calendaring, except where noted as CURRENT AGREEMENT date. These are procedural deadlines only. For complete Promotion Procedures, see [Faculty Handbook](#) Sections 5.0 & 9.0)

2026

Monday, May 04, 2026 (on or before)

In accordance with the [Faculty Handbook 9.1 Procedures](#), Applicants for Promotion Actions and Responsibilities (Procedures), faculty members seeking promotion shall inform their Dean, Convening Group, Unit Personnel Committee (UPC), and Employee Relations (ER) of their intention to apply for promotion ***in the spring semester prior to submitting the application.***

Wednesday, September 02, 2026 (Tentative)

Promotion Information Session presented by the Faculty Resource Center (FRC) and Employee Relations (ER).

Friday, September 04, 2026 (on or before)

The applicant shall ask their primary Convening Group to send a letter to the UPC.

Friday, September 25, 2026 (on or before)

The Convening Group sends the endorsed letter to UPC, in advance of UPC's review of the application so that the letter is considered during the UPCs evaluation of the submitted application.

Friday, October 09, 2026 (on or before)

The President or his/her/their designee shall inform the College community and the All-College Promotions Committee (ACPC) of the number of faculty promotions available at the various ranks for the College as a whole and the number of Librarian promotions available. The announcement, indicating the availability of promotions to Librarian II or Librarian I, shall state whether the promotion(s) may be considered upon the basis of personal growth or are to fill a particular need in the library.

Monday, November 09, 2026 (on or before)

Faculty members shall submit a digital application for promotion to the Unit Personnel Committee (UPC) in the format as instructed by ER. The UPC shall initiate preliminary review of all applications. Librarians applying for announced growth promotions and for announced structural promotions within the specified time submit a written application to the UPC through the Dean (Per CURRENT AGREEMENT). This application shall include: (1) a written summary as to how he/she/they has satisfied the four criteria; (2) correctly labeled appendices which provide documentation necessary to support the written summary; (3) an updated vita; (4) any additional information considered appropriate by the applicant; and (5) an evaluation of tutorial activity and/or field work supervision when applicable.

Friday, November 20, 2026 (on or before)

The UPC shall complete their review of all applications and inform each applicant, in writing, if additional information/documentation is needed. This additional information/documentation shall be submitted as soon as possible. However, this in no way shall prejudice the right of any applicant to submit additional information to supplement his/her/their application.

Wednesday, December 16, 2026 (on or before)

The UPC evaluates each completed application against the promotion criteria; upon completion, notifies each applicant of their recommendation and schedules hearings if any applicant wishes to appeal.

2027

Wednesday, January 20, 2027 (on or before)

The UPC forwards its letter of recommendation to the Unit Council (UC) for action at least four (4) days prior to the UC meeting at which the applications will be discussed.

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Wednesday, January 27, 2027 (on or before)

As outlined in the [Faculty Handbook](#), the UC will discuss the UPC letters and vote to endorse, or not, the recommendations.

Friday, January 29, 2027 (on or before)

The Dean notifies the UC, UPC, and the applicants of the outcome of the UC vote (i.e., whether the UPC recommendation is endorsed or not endorsed).

Friday, February 5, 2027 (on or before)

The Dean shall conduct a thorough review of the application and inform each applicant of his/her/their recommendation for promotion and schedule conferences if any applicant wishes to appeal. In such cases where the Dean does not concur with any recommendation received from the UC, the Dean shall notify the Chairperson of the UPC, the appropriate faculty officer of the UC, the applicant (in writing), and ER.

Tuesday, February 16, 2027 (on or before)

The ER shall make accessible all applications, supporting documentation, the UC's recommendations, the UPC recommendations and Dean's recommendations to the All-College Promotions Committee (ACPC).

Wednesday, February 17, 2027 (on or before)

The President and Provost shall meet with the ACPC to review policies and programmatic issues.

Wednesday, April 07, 2027 (on or before)

After considering all applications, the ACPC shall inform each applicant for promotion of its recommendation through its Chairperson. The Committee, through ER, shall schedule hearings as applicable.

Friday, April 16, 2027 (on or before)

The ACPC makes accessible all applications, including its own recommendations, all UC recommendations, the Dean's recommendations and the supporting documentation to the Provost. If applicable, applicants may request appeals through ER.

Monday, May 03, 2027 (on or before)

The Provost confers with the President concerning his/her/their recommendations and makes accessible all supporting documentation to the President.

Wednesday, May 05, 2027 (on or before)

The President and Provost confer with the ACPC concerning the Committee's recommendations.

Friday, May 21, 2027 (on or before)

The President forwards all nominations and supporting documentation to the appropriate Committee of the Board of Trustees (BOT) for review and recommendation.

Thursday, June 10, 2027 (Tentative)

The appropriate BOT Committee shall meet to discuss the President's nominations for promotion.

Monday, June 21, 2027 (Tentative)

The BOT meets to vote on the President's nominations for promotion.

Friday, June 25, 2027 (on or before)

The President shall notify all applicants for promotion of the action taken by the President (for applicants not nominated) and the BOT (for nominated applicants).

Notify by Tuesday, June 30, 2027 (on or before) (CURRENT AGREEMENT, Art. XIV, Section H, as modified by LOCAL AGREEMENT).