

**Performance-Based Promotions
For
Professional Staff

Calendar**

November 15	Announcement of Number of Promotions Available
January 31	Submission of Application (portfolio) to first level non-unit supervisor AND to the Professional Staff Peer Review Committee
February 28	Supervisor and Committee recommendation/report to Dean or Director
March 15	Dean or Director recommendation to the VP with copy to the candidate
March 31	VP recommendation to the President
April 15	President's decision to the candidate. President forwards recommended promotions to Board of Trustees which acts upon only those persons recommended for promotion by the President.
May/June	Board of Trustees act on President's recommendation. Decision of Board made known to the candidate in writing by US Postal Service to the candidate's home address.