

## Promotion-In-Rank Timeline 2024-2025

### 2024-2024 PROMOTION-IN-RANK TIMELINE

<b>DATE</b>	<b>ACTIVITY</b>
<b>August 12, 2024</b>	Vice Chancellor for Academic Affairs distributes current timeline for promotion at Convocation.
<b>October 7, 2024</b>	Faculty members who wish to apply for promotion submit Verification of Eligibility Form and Verification of Documentation Form to the Dean of the division.
<b>October 14, 2024</b>	Division Dean reviews Verification of Eligibility and Documentation Forms.
<b>October 28, 2024</b>	Division Dean notifies faculty members of their eligibility to apply for promotion and emails the list of eligible applicants to the Vice Chancellor for Academic Affairs. The Vice Chancellor for Academic Affairs emails the list of eligible applicants to the Chair of the Faculty Evaluation and Improvement of Instruction Committee, who in turn emails the applicants regarding the workshop on preparation of portfolio.
<b>Nov. 4 – 8, 2024</b>	Applicants attend workshop on preparation of portfolio.
<b>December 2, 2024</b>	Faculty Senate representatives, in consultation with the Division Dean develop lists of faculty members eligible to serve on Division Promotion Committees.
<b>January 13-17, 2025</b>	<p>Faculty Senate division representatives select members of Division Committees by lot and submit names to respective Division Deans, who in turn emails the names of the Division Committee members to the Vice Chancellor for Academic Affairs. The Vice Chancellor for Academic Affairs emails the Office of Professional Development's designated Canvas Administrator to request the Division Committee members be given permission to view applicant submissions.</p> <p>The designated Canvas Administrator in turn emails Division Committee members submission viewer video links. At a designated time during this week, faculty members selected to serve on the Division Committees participate in training on the process for evaluation of promotion portfolios. Division Committees have first meeting to elect chair and set meeting dates.</p>
<b>January 17, 2025</b>	<p>Faculty members submit Applications for Promotion (three parts), along with promotion portfolios, to Division Deans. When an application is received that is not on Forms 2321/001A, B, and C, the applicant has forfeited their opportunity to apply during the current year.</p> <p>(Note: Supervisor evaluations, student evaluations, and teaching, service, and professional development activities from the current academic year, nor any year prior to the academic year in which the applicant previously applied for the last approved promotion, are NOT to be included in the promotion packet.)</p>

## Promotion-In-Rank Timeline 2024-2025 (continued)

- January 21, 2025** Division Dean sends out notice of first meeting of Division Promotion Committee to elect chair and set meeting dates.
- January 24, 2025** The Division Dean reviews portfolios, verifies proper format of portfolios, and signs the Promotion Portfolio Routing Form (Form 2321/001C), if acceptable. Division Deans convene first meeting of Division Committees to begin review of portfolios.
- February 28, 2025** Division Committee Chairs deliver promotion portfolios, with completed Committee Recommendation Forms (Forms 2321/003) by academic rank, to the Division Dean.
- March 7, 2025** **All** portfolios are sent to the Vice Chancellor for Academic Affairs for review by the College Committee. The Vice Chancellor for Academic Affairs emails the Office of Professional Development's designated Canvas Administrator to request the College Committee members be given viewer permissions for the submissions.
- Division Deans forward all portfolios and Committee Recommendation Forms (Forms 2321/003) to the Vice Chancellor for Academic Affairs.
- March 14, 2025** Vice Chancellor for Academic Affairs holds first meeting of College Promotion-in-Rank Committee, gives charge to Committee, provides all needed documents, including portfolios, and oversees election of chair.
- April 11, 2025** The College Committee makes recommendations on promotions to the Vice Chancellor for Academic Affairs, who reviews recommendations with Chair of the College Committee, and compares the Division Committee Recommendation Form with the College Committee Recommendation Form to determine which portfolios have received a split vote.
- April 18, 2025** Vice Chancellor for Academic Affairs convenes the Academic Affairs Promotion Appeals Council to review portfolios which have received split votes from the Division Committees and the College Committee. The Vice Chancellor for Academic Affairs gives charge to the committee and provides all needed documentation.
- May 2, 2025** The Academic Affairs Promotion Appeals Council re-convenes to discuss recommendations on those portfolios receiving a split vote and to complete the Academic Affairs Promotion Appeals Council Recommendation Form.
- May 9, 2025** The Vice Chancellor for Academic Affairs meets with the Chair of the College Committee to review the Division Committee Recommendation Form, the College Committee Recommendation Form and the Academic Affairs Promotion Appeals Council Recommendation Form, and then compile the final, comprehensive list of recommended promotions and present it to the Chancellor.
- May 23, 2025** The Chancellor notifies all candidates in writing of their status and informs the Vice Chancellor for Business and Administrative Affairs of the names and ranks of those promoted for inclusion in the institutional budget. Faculty members hired before 1993 and promoted to Associate Professor are also awarded tenure.

## Promotion-In-Rank Timeline 2024-2025 (continued)

**June 2025**

Recommendations for initial promotion submitted with budget to Board of Supervisors for Louisiana Colleges and Technical College System (LCTCS) for approval according to submission date established by the LCTCS Office.

**Following  
Completion of  
the Promotion Process**

Portfolios are returned to candidates through the academic divisions.