

Promotion-In-Rank Timeline 2025-2026

2025-2026 PROMOTION-IN-RANK TIMELINE

DATE	ACTIVITY
August 11, 2025	Vice Chancellor for Academic Affairs distributes current timeline for promotion at Convocation.
October 6, 2025	Faculty members who wish to apply for promotion submit Verification of Eligibility Form to their academic deans.
October 13, 2025	Academic deans reviews Verification of Eligibility Forms.
October 27, 2025	Academic deans 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.
Nov. 3 – 7, 2025	Applicants attend workshop on preparation of portfolio.
December 1, 2025	Faculty Senate representatives, in consultation with the academic dean develop lists of faculty members eligible to serve on Division Promotion Committees.
January 12-16, 2026	<p>Faculty Senate division representatives select members of Division Committees by lot and submit names to respective academic 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 Instructional Technology, Support, and 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>
January 16, 2026	Faculty members submit the Verification of Eligibility Form (Form 2321/001A) , along with promotion portfolios, to their academic deans. When an application is received that is not on Form 2321/001A, the applicant has forfeited their opportunity to apply during the current year.

[Note: Supervisor 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.]

Promotion-In-Rank Timeline 2025-2026 (continued)

January 20, 2026	Academic deans sends out notice of first meeting of Division Promotion Committee to elect chair and set meeting dates.
January 23, 2026	Academic deans convene first meeting of Division Committees to begin review of portfolios.
February 27, 2026	Division Committee Chairs deliver promotion portfolios, with completed Committee Recommendation Forms (Forms 2321/003) by academic rank, to the academic dean.
March 6, 2026	<p>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 Instructional Technology, Support, and Professional Development's designated Canvas Administrator to request the College Committee members be given viewer permissions for the submissions.</p> <p>Academic deans forward all portfolios and Committee Recommendation Forms (Forms 2321/003) to the Vice Chancellor for Academic Affairs.</p>
March 13, 2026	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 10, 2026	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 17, 2026	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 1, 2026	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 8, 2026	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 22, 2026	The Chancellor notifies all candidates recommended for promotion 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. The Vice Chancellor for Academic Affairs will notify candidates who were denied promotion in writing of the denial.

Promotion-In-Rank Timeline 2025-2026 (continued)

June 2026

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
Promotion Process**

Portfolios submitted in hard copy (those not submitted via the online online Canvas Promotion Portfolio portal) are returned to candidates through the academic divisions.