

ACADEMIC APPOINTMENT AND PROMOTION TIMELINE

	TIMELINE
FIRST YEAR REAPPOINTMENT (one year contract)	<p>Faculty member submit portfolio for review to Peer Review Committee 5 months prior to expiration of term by December 15</p> <p>Department Peer Review Committee recommendation to Department Chairperson by January 1</p> <p>Department Chairperson recommendation to Dean by January 15</p> <p>Dean recommendation to Vice President for Academic Affairs by February 1</p> <p>Vice President for Academic Affairs recommendation to President by February 15</p> <p>President's decision and notice to faculty member 3 months prior to expiration by March 31</p>
REAPPOINTMENT AFTER ONE YEAR (first two year contract)	<p>Faculty member submit portfolio for review to Peer Review Committee 9 months prior to expiration of term by September 15</p> <p>Department Peer Review Committee recommendation to Department Chairperson by October 15</p> <p>Department Chairperson recommendation to Dean by November 1</p> <p>Dean recommendation to Vice President for Academic Affairs by November 15</p> <p>Vice President for Academic Affairs recommendation to President by December 1</p> <p>President's decision and notice to faculty member 6 months prior to expiration by December 15</p>
REAPPOINTMENT AFTER 2 YEARS, INCLUDING CONTINUING APPOINTMENT	<p>Faculty member submit portfolio for review to Peer Review Committee 20 months prior to expiration by January 1</p> <p>Department Peer Review Committee recommendation to Department Chairperson by February 15</p> <p>Department Chairperson recommendation to Dean by March 1</p> <p>Dean recommendation to Vice President for Academic Affairs by April 1</p> <p>Vice President for Academic Affairs recommendation to President by June 15</p> <p>President's decision and notice to faculty member 12 months prior to expiration by August 31</p>

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PROMOTION	<p>Faculty member declares their intent to request promotion via email to the Dean's office, Provost's office (provostoffice@canton.edu), and President's office (president@canton.edu) by December 1</p> <p>Faculty member submit portfolio for review to Peer Review Committee by January 1</p> <p>Department Peer Review Committee recommendation to Department Chairperson by February 15</p> <p>Department Chairperson recommendation to Dean by March 1</p> <p>Dean recommendation to Vice President for Academic Affairs by April 1</p> <p>Vice President for Academic Affairs recommendation to President by June 15</p> <p>President's decision and notice to faculty member 12 months prior to expiration by August 31</p>
REAPPOINTMENT (Senior Lecturer Only)	<p>Faculty member submits Senior Lecturer Faculty Information Summary Form to Department Chair by February 15</p> <p>Department Chairperson comments and recommendation due to Dean by March 1</p> <p>Dean comments and recommendation to Vice President for Academic Affairs by April 1</p> <p>Vice President for Academic Affairs recommendation to President by June 15</p> <p>President's decision and notice to faculty member 12 months prior to expiration by August 31</p>