

UNIVERSITY OF WISCONSIN-STOUT
2008-2009 PROMOTION PROCEDURES EVENTS AND TIMETABLE

Please refer to the Promotion Policies and Procedures in the Faculty, Academic Staff, Limited Appointees Handbook, pages 3-118 to 3-129 and on the Web at <http://www.uwstout.edu/hr/unclasshandbook/ch3bpg109.htm>.

Application Process

Application Forms

Mon., June 30, 2008

Application forms available at:

http://www.uwstout.edu/hr/hrforms/promotion_app.pdf

Application Workshop

Fri., September 12, 2008

10:00-11:00 a.m., Northwoods Room, Student Center. The purpose of this session is to answer questions regarding the Promotion Policy.

Application Deadline

Fri., October 3, 2008

Faculty member submits application, completely filled out, to immediate supervisor.

Committee Elections

Promotion Process

Mon., Sept. 1-Fri., Sept. 12, 2008*

Election of All-University Promotion Committee.

Wed., September 17, 2008*

Results of election announced to Colleges, Departments, Provost's Office by the Faculty Senate.

Fri., Sept. 19-Fri., 26, 2008

Election, as needed, of departmental and college committees.

Fri., Sept. 26-Fri., Oct. 3, 2008

All committees meet to select chairperson.

Wed., October 8, 2008

Personnel Policies Committee, together with the Chancellor, Provost, Affirmative Action Officer, and Faculty Senate Chair, will hold an orientation meeting for all chairpersons of promotion committees from 7:00-8:00 a.m. and 4:00-5:00 p.m. in the Glass Lounge, Commons.

Notification of Applicants

Even if a Department or College level committee finishes its deliberations ahead of the date indicated below, the committee **will notify the applicant only on the date specified**. An All University Committee MAY notify the applicant of its recommendations ahead of schedule as long as all applicants at the same rank are notified at the same time.

Consideration of Applicants

LEVELS	COMMITTEE WORK: START TO FINISH	*DATE TO NOTIFY APPLICANT & FORWARD TO NEXT LEVEL FACILITATING ADMINISTRATOR	PERIOD FOR FACILITATING ADMINISTRATOR TO PREPARE APPLICATION BOOKS	PERIOD FOR APPLICANT TO SUBMIT APPEAL TO NEXT LEVEL (START TO FINISH)
LEVEL I Departments	10/08/08 – 10/22/08 (Wed.) (Wed.)	10/23/08 (Thurs.)	10/24/08 – 11/4/08 (Fri.) (Tues.)	10/24/08 – 10/31/08 (Fri.) (Fri.)
LEVEL II Colleges	11/3/08 – 12/1/08 (Mon.) (Mon.)	12/2/08 (Tues.)	12/3/07 – 12/09/08 (Wed.) (Tues.)	12/3/08 – 12/10/08 (Wed.) (Wed.)
LEVEL III All University	12/11/08 – 1/29/09 (Thurs. (Thurs.)	1/30/09 (Fri.)		1/30/09 – 2/6/09 (Fri.) (Fri.)
Chancellor	2/09/09 – 3/03/09 (Mon.) (Tues.)	**3/09/09 (Mon.)		

* See the Summary of Promotion Action page.

** Date to notify applicants.