

Timeline for Appointment/Promotion to Associate Professor

Step One

After the portfolio has been completed by the faculty member according to the portfolio guidelines and approved by the faculty member's Department Chair it is submitted to the Dean's Office.

Step Two

IF the portfolio is complete and correct it is reviewed by the Appointment and Promotion Committee (A&P).

Step Three

If the A&P Committee has questions or needs more information from the faculty member the portfolio will be held until those issues are resolved.

Step Four

If the portfolio is complete the A&P Committee will discuss the portfolio and determine external reviewers at their next meeting.

Step Five

The A&P Committee staff will contact the potential external reviewers on behalf of Dean Hill and ask for their assistance in the review. The A&P Committee needs five external reviewers. Once those are obtained the A&P staff member will send out copies of the faculty member's portfolio for review. The external reviewers usually have one month to review the portfolio and send a review letter to the Dean.

Step Six

When all external review letters have been received the A&P committee reviews the letters and votes on the portfolio. If the vote is positive the portfolio is presented at the next School of Nursing Academic Council Meeting. If the vote is negative the portfolio will be returned to the faculty member by the Chair of A&P, who will let the faculty member know what needs to be done for their portfolio to be reconsidered.

Step Seven

The portfolio is presented to the School of Nursing Academic Council by the Chair of the A&P Committee. The Academic Council votes on the portfolio. The faculty member will be notified by the Dean of the Academic Council's vote within one week of their meeting.

Approximate Time Line

If the portfolio has no corrections the process takes approximately five to six months from the time it is submitted to the Dean's Office.

If the portfolio has to be returned for corrections the process takes at least six months from the time it is submitted to the Dean's Office.