

## **Timeline for Appointment/Promotion to Assistant 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, Promotion, and Tenure Committee (APT).

### **Step Three**

If the APT 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 APT Committee will review and vote on the portfolio at their next meeting. 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 APT, who will let the faculty member know what needs to be done for their portfolio to be reconsidered.

### **Step Five**

The portfolio is presented to the School of Nursing Academic Council by the Chair of the APT 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 three months from the time it is submitted to the Dean's Office.

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