

FRANCES PAYNE BOLTON SCHOOL OF NURSING – TIMELINE FOR NON-TENURE TRACK SENIOR PROMOTION ON JULY 1

June	July	By August 15	By October 1	By November 30	December	By January 15
Meet with your mentor:	Dean's Review	ARPT Preliminary Review	Promotion/Tenure Portfolio	Documentation Deadline	ARPT/Faculty Review and Vote	Final Submission Deadline
Review ARPT promotion criteria and evaluate your progress towards meeting the requirements for promotion.	CV to the Faculty Affairs Manager who submits it to the Dean for initial review and discussion with faculty member.	Faculty Affairs Manager submits CV to ARPT for preliminary review. If assessed as possible candidate for promotion, faculty member moves forward with preparation of promotion packet for internal and external review. If assessed as not ready, ARPT will recommend ways to strengthen portfolio based on Criteria for Promotion. Faculty member should review with mentor.	All documentation due to Faculty Affairs Manager: ▪ Personal statement ▪ 3 significant publications ▪ Summary of 3 years of course evaluations. ▪ List of 12 teaching evaluators (former students, co-teachers, collaborators) ▪ List of 6 independent external referees¹ from research intensive universities², outside CWRU; full professors, doctorally prepared. ARPT adds additional external referees. Faculty Affairs Manager reaches out to confirmed referees to request professional evaluation letter.	All reviews/letters from external referees and teaching evaluators added to packet. Documentation from faculty member for promotion packet complete. Faculty Affairs Manager submits to ARPT and the constituent faculty³ for final review: ▪ CV ▪ Publications ▪ Letters from professional and teaching evaluators ▪ Criteria for promotion ▪ Course evaluations	ARPT reviews promotion documents and votes. Constituent faculty review promotion documents and vote. Faculty Affairs Manager prepares packet for BOT: ▪ Dean's recommendation letter ▪ ARPT vote ▪ Faculty vote ▪ CV and personal statement ▪ List of external referees ▪ Review letters and referee bios ▪ Course evaluations ▪ List of teaching referees ▪ Teaching letters ▪ Publications ▪ FPB Criteria for Promotion	Faculty Affairs Manager uploads complete packet to Provost's website.

¹ **Independent external referees:** Arms-length evaluators with whom faculty member has no working relationship. May be someone with whom the candidates has (1) had conversations or other contacts from time to time, (2) socialized at professional meetings, or (3) served on national committees.

² **Research intensive universities:** Colorado Denver-Anschutz, Columbia, Duke, Emory, Florida International, Illinois-Chicago, Iowa, Johns Hopkins, Maryland, Michigan, NYU (Meyers), Ohio State, Penn, Pitt, Rutgers, UAB, UCLA, UCSF, UNC, UT Austin, University of S. Florida, Vanderbilt, Virginia, Washington, Yale

³ **Constituent faculty:** The faculty of FPB School of Nursing is represented by tenured Associate Professors for all promotions up to the associate level.