

2026–2027 PA Faculty Promotion Timeline

Key Dates

Timeline	Action
May 2026	Promotion packet and instructions become available
First Wednesday of September September 2, 2026	Candidates notify supervisor of intent to apply for promotion (copy Human Resources)
First Monday of October October 5, 2026 by 4:30 p.m.	Candidates submit the following to Human Resources, no later than 4:30 pm: <ol style="list-style-type: none"> 1. Original, completed forms from this packet. 2. Promotion packet with evidence on all three (3) areas of evaluation. 3. Last full evaluation 4. Most recent annual planning report 5. Supporting documents.
Third Monday of October Monday, October 19, 2026	Promotion materials made available by HR for supervisor and second level supervisor, if applicable.
Second Monday of November November 9, 2026	Supervisor prepares a written summary supporting promotion recommendation in consultation with second level supervisor, if applicable. Supervisor provides one- or two-paragraph written recommendation / justification addressed to the President and submits electronically to Human Resources for Employment and Compensation for the April Board materials.
Fourth Monday of November November 23, 2026	Promotion applications available for Promotion Review Committee.
First Monday of February February 1, 2027	Promotion Review Committee emails committee recommendations submitted to Human Resources
February 2027	Human Resources and Promotion Review Committee Chair may meet if necessary
Prior to April Board Meeting	Cabinet member or designee notifies candidates of the recommendation being made to the Board of Trustees.
April 2027	Action taken by the Board of Trustees Candidates notified in writing of Board of Trustees Action.