

2026–2027 PA Non-Teaching Professional Promotion Timeline

Key Dates

| Timeline | Action |
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| June 2026 | Promotion packet and instructions become available |
| First Wednesday of September Wednesday, September 2, 2026 | Candidates notify supervisor of intent to apply for promotion (copy Human Resources) |
| First Monday of October Monday, 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 (Form 1). 4. Most recent annual planning report (Form 2). 5. Supporting documents. |
| Third Monday of October October 19, 2026 | Promotion materials made available 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 paragraphs written recommendation / justification addressed to the President send 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. |