



APSCUF-KU

ASSOCIATION OF PENNSYLVANIA STATE COLLEGE AND UNIVERSITY FACULTIES

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APSCUF-KU and Management agree to the attached Promotion Materials Checklist, approved at Representative Council October 2002, revised 7/23/02, to be incorporated into the Promotion Guidelines.

Mary Bray 9/16/03
For APSCUF-KU Date

APPROVED:

Steven R. Quakey 9/16/03
For Management-KU Date

PROMOTION MATERIALS CHECKLIST

Candidate Check Sheet of Minimum Materials for Inclusion

<u>Date Due</u>	<u>Task</u>	<u>Date Completed</u>	<u>Final Check before UPC Submission</u>
Sept 15	Notify Department Chairperson	_____	_____
Nov 1	Submit application & promotion materials to departmental chair and department promotion committee	_____	_____
Week 9-11 Fall Sem.	Student evaluations of all classes and labs for fall semester of year of application	_____	_____
Fall Sem.	Peer classroom evaluation(s) for fall semester of year of application	_____	_____
Fall Sem.	Evaluation of performance of duties that lie outside of the classroom setting (Article 16.A.3 of CBA)	_____	_____
Feb 1	Complete Provost's review of eligibility	_____	_____
Feb. 1	Department Chairperson's recommendation forwarded to UPC	_____	_____
Feb. 1	Department Promotion Committee recommendation forwarded to UPC	_____	_____
Feb 1	7 copies of 1) Vitae 2) DPC letter 3) Chairperson's letter	_____	_____
Feb 1	Promotion Materials delivered to Rohrbach Library Rm 1XX	_____	_____
Feb 10	Last day to request to meet with the University Promotion Committee	_____	_____
April 15	UPC recommendation forwarded to University President	_____	_____
July 15	President announces decision regarding promotions	_____	_____

No materials will be accepted after the February 1st deadline except as specified in the CBA.