

**UNIVERSITY OF WISCONSIN-STOUT  
2009-2010 PROMOTION PROCEDURES EVENTS AND TIMETABLE**

Please refer to the Promotion Policies and Procedures in the Faculty, Academic Staff, Limited Appointees Handbook, pages 3-118 to 3-129 and on the Web at <http://www.uwstout.edu/hr/unclasshandbook/ch3bpg109.htm>.

**Application Process**

**Application Forms**

**Mon., June 29, 2009**

Application forms available at: [http://www.uwstout.edu/hr/hrforms/promotion\\_app.pdf](http://www.uwstout.edu/hr/hrforms/promotion_app.pdf)

**Application Workshop**

**Fri., September 11, 2009**

10:00-11:00 a.m., Northwoods Room, Student Center. The purpose of this session is to answer questions regarding the Promotion Policy.

**Application Deadline**

**Fri., October 2, 2009**

Faculty member submits application, completely filled out, to immediate supervisor.

**Committee Elections**

**Promotion Process**

**Mon., Aug. 31-Fri., Sept. 11, 2009\*** Election of All-University Promotion Committee.

**Wed., September 16, 2009\***

Results of election announced to Colleges, Departments, Provost's Office by the Faculty Senate.

**Fri., Sept. 18-Fri., 25, 2009**

Election, as needed, of departmental and college committees.

**Fri., Sept. 25-Fri., Oct. 2, 2009**

All committees meet to select chairperson.

**Wed., October 7, 2009**

Personnel Policies Committee, together with the Chancellor, Provost, Affirmative Action Officer, and Faculty Senate Chair, will hold an orientation meeting for all chairpersons of promotion committees from 7:00-8:00 a.m. and 4:00-5:00 p.m. in the Glass Lounge, Commons.

**Notification of Applicants**

Even if a Department or College level committee finishes its deliberations ahead of the date indicated below, the committee **will notify the applicant only on the date specified**. An All University Committee **MAY** notify the applicant of its recommendations ahead of schedule as long as all applicants at the same rank are notified at the same time.

**Consideration of Applicants**

LEVELS	COMMITTEE WORK: START TO FINISH	*DATE TO NOTIFY APPLICANT & FORWARD TO NEXT LEVEL FACILITATING ADMINISTRATOR	PERIOD FOR FACILITATING ADMINISTRATOR TO PREPARE APPLICATION BOOKS	PERIOD FOR APPLICANT TO SUBMIT APPEAL TO NEXT LEVEL (START TO FINISH)
LEVEL I Departments	10/7/09 – 10/21/09 (Wed.) (Wed.)	10/22/09 (Thurs.)	10/23/09 – 11/3/09 (Fri.) (Tues.)	10/23/09 – 10/30/09 (Fri.) (Fri.)
LEVEL II Colleges	11/2/09 – 11/30/09 (Mon.) (Mon.)	12/1/09 (Tues.)	12/2/09 – 12/08/09 (Wed.) (Tues.)	12/2/09 – 12/9/09 (Wed.) (Wed.)
LEVEL III All University	12/10/09 – 1/28/10 (Thurs.) (Thurs.)	1/29/10 (Fri.)		1/29/10 – 2/5/10 (Fri.) (Fri.)
Chancellor	2/8/10 – 3/2/10 (Mon.) (Tues.)	3/8/10 ** (Mon.)		

\* See the **Summary of Promotion Action** page.

\*\* Date to notify applicants.