

Promotions Process for:

- **Clinical Instructor / Assistant Professor / Associate Professor / Professor**
 - See Eligibility Criteria for Promotion in Faculty Handbook Section 4.2.5
- **Research Assistant Professor / Associate Professor / Professor**
 - See Eligibility Criteria for Promotion in Faculty Handbook Section 4.2.6
- **Teaching Assistant Professor / Associate Professor / Professor**
 - See Eligibility Criteria for Promotion in Faculty Handbook Section 4.2.7

Effective December 17, 2025

Process:

1. Department Chair identifies faculty members who qualify to be promoted and discusses with the Dean **prior** to recommending to APT committee.
2. Departmental APT committee evaluates the person(s) based on the criteria and submits any recommendations for promotion to the Department Chair no later than **April 1**.
3. Department Chair submits recommendation(s) to the Dean no later than **April 15**.
4. Dean verifies the person meets eligibility criteria listed in the Faculty Handbook. If the Dean approves, the Dean submits recommendation(s) to the Provost via email to brownkv@appstate.edu and johnstonl@appstate.edu no later than **April 30**. Recommendation format should be one PDF per faculty member, including a letter from the Dean and letter from the Chair (required) and faculty member's CV (recommended).
5. Approval letter for **effective date of July 1** (or non-approval) sent by Provost via email to faculty member with copy to Dean, Department Chair, college Business Officer, and Academic Affairs' contracting team no later than **May 15**.
6. College Business Officers must submit Dean's recommendation form(s) with Provost's approval letter attached no later than **May 31**. Any Dean's recommendation form(s) received after May 31 will be considered in the following year's batch of promotions.
7. Note: salary increase amount and rank are included in Payroll **effective July 1** of the following fiscal year. Promotion increase is borne by the College.