

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 January 22, 2026

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. Amounts follow:
 - Clinical Instructor to Clinical Assistant Professor: \$2,000
 - Clinical Assistant Professor to Clinical Associate Professor: \$4,000
 - Clinical Associate Professor to Clinical Full Professor: \$5,000
 - Research Assistant Professor to Research Associate Professor: \$4,000
 - Research Associate Professor to Research Full Professor: \$5,000
 - Teaching Assistant Professor to Teaching Associate Professor: \$4,000
 - Teaching Associate Professor to Teaching Full Professor: \$5,000