

**HCC PROMOTION CALENDAR
2011-2012**

Invitation issued to 2011-2012 candidates for promotion	By May 31, 2011
The division chair meets with the promotion candidate(s). The candidate begins to prepare his/her promotion notebook.	September 2011 (workshop October 19, 2011)
List of names of candidates for promotion 2011-2012 due to the Chancellor's Office.	October 3, 2011
Candidates provide a list for "letters of recommendation" to the President.	November 30, 2011
The president notifies faculty about required letters.	January 13, 2012
An abbreviated promotion notebook is ready for colleagues to review.	January 20, 2012
The completed promotion notebook is submitted to the president for review.	February 6-10, 2012
Colleague letters of recommendation are due to the president.	February 10, 2012
The president forwards promotion notebook to the local promotion and tenure advisory committee for review.	February 15, 2012
The local promotion and tenure advisory committee makes a recommendation to the president.	March 9, 2012
<i>(With the exception of Assistant Professor candidates)</i> Recommendations received by the Chancellor from College President/CEO, either affirmative or negative, regarding promotions in rank for Associate Professor/Librarian II and Professor/Librarian I. If the president <u>does not</u> recommend promotion, the candidate is notified.	March 16, 2012
Materials concerning promotion in rank for system review due in Chancellor's Office.	March 23, 2012
<i>(With the exception of Assistant Professor candidates)</i> The KCTCS Senate Advisory Committee on Promotion meets.	Second week of April
<i>(With the exception of Assistant Professor candidates)</i> Individuals being promoted locally to the rank of Assistant Professor/Librarian III and term contract faculty (all ranks) Notified and copy of letter sent to Chancellor's Office.	May 1, 2012