

**Timeline for Promotion of GFT, Adjunct 1, 2 & 3 Appointees  
governed by Queen's Senate Regulations**

<https://www.queensu.ca/secretariat/policies/senate/health-sciences-statement-promotion-policy-geographically-full-time-and-adjunct-1>

(required dates are underlined)

<b>Mar/Apr</b>	<input type="checkbox"/>		Faculty Office sends reminder to Heads regarding the commencement of the process.
<b>By <u>April 1<sup>st</sup></u></b>	<input type="checkbox"/>	Part VI. A. 1 & 2	Departments establish Promotion Committee.
<b>By <u>May 1<sup>st</sup></u></b>	<input type="checkbox"/>	Part VI. A. 4	Heads inform members, in writing, that process is commencing.
<b>By <u>Aug 1<sup>st</sup></u></b>	<input type="checkbox"/>	Part VI. A. 5	Member informs Head of intent to apply.
<b>Between <u>Aug 1<sup>st</sup></u> and <u>by Sep 1<sup>st</sup></u></b>	<input type="checkbox"/>	Part VI. A. 3 & 10	Chair of Committee arranges meeting between applicant and Committee to review names of referees and list of students and former students who might be contacted. Chair of Committee to contact potential referees by telephone or e-mail to determine their willingness to participate; write to willing referees to request confidential assessment; and write to random selection of students and former students to request confidential assessment.
<b>By <u>Sep 1<sup>st</sup></u></b>	<input type="checkbox"/>	Part VI.A. 7	Applicant submits documentation to Committee Chair.
<b>By <u>Sep 15<sup>th</sup></u></b>	<input type="checkbox"/>	Part VI.A. 6, 8 & 9	List of applicants and documentation provided by each applicant made available for review by faculty members in department (including cross-appointees).

**Between Sep  
15<sup>th</sup> and Oct 30<sup>th</sup>**

Part VI.A. 6, 8 & 9 Faculty may submit written opinions on each application to Committee.

Part VI.A. 11 Committee reviews promotion file, which includes all letters from referees, students and colleagues, and before arriving at a recommendation, provides applicant with a written summary of any deficiencies that might lead to a negative recommendation.

Applicant has 10 working days to submit written statement to Committee providing clarification.

**By Oct 30<sup>th</sup>**

Part VI.A. 4. 11 Committee forms recommendation and submits promotion file to Head.

**Between Oct 30<sup>th</sup>  
and Dec 15<sup>th</sup>**

Part VI.A. 12 Head reviews promotion file and, before arriving at a recommendation, provides applicant with a written summary of any deficiencies that might lead to a negative recommendation.

Applicant has 10 working days to submit written statement to Head providing clarification.

**By Dec 15<sup>th</sup>**

Part VI.A. 4. 12 & 13 Head forms recommendation and submits promotion file to Dean.

**Between Dec  
15<sup>th</sup> and Feb 15<sup>th</sup>**

Part VI.A. 14 and 15 Dean reviews promotion file and, before arriving at a recommendation, provides applicant with a written summary of any deficiencies that might lead to a negative recommendation.

Applicant has 7 working days to submit written statement to Dean providing clarification.

**By Feb 15<sup>th</sup>**

Part VI.A. 4. 15 Dean forms recommendation and submits promotion file to Provost & VP (Academic).

**Between Feb  
15<sup>th</sup> and by Mar  
15<sup>th</sup>**

Part VI. B.

Provost & VP (Academic) forms recommendation on applications for promotion to Assistant Professor and Associate Professor and informs applicants of decision.

**Between Feb  
15<sup>th</sup> and Apr 15<sup>th</sup>**

Provost and VP (Academic) establishes a University Promotions Committee to provide advice to Principal on applications for promotion to Professor.

**By Apr 15<sup>th</sup>**

Part VI. B

Principal forms recommendation and informs applicants of decision.