



**Calendar for Faculty Promotion Applications beginning September 2022\***  
**(AY 2021- 2022)**

<b>Last Week of September 2021</b>	The President of the University announces the projected number of faculty promotions that will be available and take effect the following academic year. (Final number is contingent on adequate funding).  <b>Candidates must express their intentions via email <a href="mailto:Promotion-Interfolio@njcu.edu">Promotion-Interfolio@njcu.edu</a></b>
<b>October 11</b>	The interfolio promotion cases will be available to the candidates
<b>November 1</b>	The candidates submit promotion documents by using the Interfolio platform to the appropriate Departmental Personnel Committee (DPC)
<b>November 22</b>	DPC submits approved applications to the University Personnel Committee (UPC) and appropriate Academic Dean
<b>November 30</b>	UPC submits names of all applicants to University President
<b>January 17, 2022</b>	Academic Deans submit the recommendation to UPC
<b>February 1</b>	UPC submits names of recommended candidates for promotion to the University President
<b>April 1</b>	University President submits her recommendations to the University Board of Trustees (BOT)
<b>*September 1, 2022</b>	<b>Promotions become effective</b>
Please be advised that the Board of Trustees can only act on those persons recommended for promotion by the University President.	
If the University President does not recommend a candidate for promotion, his or her name is not brought before the Board of Trustees, and the promotion process ends at the President's level.	
<b>The Interfolio platform is the only communication platform where all email exchanges and material submissions will take place.</b>	

*This document is prepared in accordance with Article XIV of the Agreement between the Council of New Jersey State College Locals, AFT, AFL-CIO, State Colleges/Universities Unit, and the Agreement between NJCU and Local 1839 of the AFT, AFL-CIO, Procedures/ Guidelines/ Criteria for Promotions of Faculty (Revised May 2009).*

This schedule is reviewed and approved by the AFT local President (9-13-2021).