



Calendar for Faculty Promotion Applications beginning September 2025*
(AY 2024- 2025)

Last Week of September 2024	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). Candidates must express their intentions via email Promotion-Interfolio@njcu.edu
October 17	The interfolio promotion cases will be available to the candidates
November 7	The candidates submit promotion documents by using the Interfolio platform to the appropriate Departmental Personnel Committee (DPC)
November 26	DPC submits approved applications to the University Personnel Committee (UPC) and appropriate Academic Dean
November 30	UPC submits names of all applicants to University President
January 20	Academic Deans submit the recommendation to UPC
February 4	UPC submits names of recommended candidates for promotion to the University President
April 1	University President submits her recommendations to the University Board of Trustees (BOT)
*September 1, 2025	Promotions become effective
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.	
The Interfolio platform is the only communication platform where all email exchanges and material submissions will take place.	

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).
