

**Del Mar College  
Timeline of Faculty Promotion Recommendation Process**

DUE DATE	PROCESS	POLICY
By September 15	Dean Notification to Chair and Faculty Member of Promotion Eligibility	A6.6.5
By September 25	Faculty Member's Written Response to Chair	A6.6.5
By September 30	Chair's Notification to Dean of Faculty Member's Response	A6.6.5
By November 15	Evaluation Interview with Chair	A6.6.6
Within 5 working days	Faculty Member's Response to Chair's Evaluation and/or Recommendation	A6.6.6.4
By November 21	Chair's Recommendation to Dean	A6.6.7
On or before January 8	Dean's Interview with Faculty Member or Dean's Interview with Faculty Member and Chair (if required)	A6.6.7
Within 5 working days	Faculty Member's submission of additional material to Dean for consideration and inclusion in the promotion file	
By January 15	Dean's Recommendation and Promotion File to Provost and Vice President for Academic Affairs  If negative, Dean also notifies Faculty Member	A6.6.7
On or before March 7	Provost and Vice President for Academic Affairs' Recommendation to President	A6.6.8
On or before March 7	Provost and Vice President for Academic Affairs' Notification of Recommendation to Faculty Member	A6.6.8.1 A6.6.8.2
On or before July 1	President's Decision and Notification to Faculty Member	A6.6.20

**Note:** If any due date on this timeline falls on a weekend or on a day of a campus closure, the due date will be extended to the following scheduled business day.