**Division Promotions Meeting**

**Re proposed promotion of xx yy to ??**

**date**

**Agenda**

1. Check in on attendance
2. Review of procedures (by ADAP)
3. Presentation of case for xx yy promotion to ?? (by Chair of committee of 3)
4. Discussion and vote on xx yy (including proxies and email)
5. Next Steps

Attachments: (attach relevant promotion and position criteria and Summary of Heller non tenure promotion procedures July 2013.docx)