

**Promotion Review Process At A Glance
Instructors, Lecturers, Librarians,
and Instructional Designers**

2017-2018

Window Begins (if applicable)	DEADLINE Window Ends (if applicable)	Responsibility	Action
--	March 31	Candidate	Faculty notify Chair/Unit head of intent to apply for promotion and /or tenure
--	June 30	--	PROMOTION SYSTEM AVAILABLE
--	August 31	Candidate	DEADLINE - CANDIDATE SUBMITS DOSSIER
September 1	September 8	Department Chair/Unit Head	Department Chair/Unit Head certifies contents
September 11	October 3	Department/Unit Committee	Department committee submits recommendation
October 4	October 5	Department Chair/Unit Head	Department Chair/Unit Head reviews Department/Unit Committee's recommendation
October 6	October 12	Candidate	Candidate reviews Department/Unit Committee's recommendation and may submit optional response
October 13	October 19	Department Chair/Unit Head	Department Chair/Unit Head submits recommendation
October 20	October 26	Candidate	Candidate reviews Department Chair's/Unit Head's recommendation and may submit optional response
October 27	November 20	College/Unit Committee	College Committee submits recommendation
November 21	November 22	Dean Designee	Dean Designee reviews College/Unit Committee's recommendation
November 27	December 5	Candidate	Candidate reviews College/Unit Committee's recommendation and may submit optional response
December 6	January 9	Dean/Unit Head	Dean/Unit Head submits recommendation
January 10	January 16	Candidate	Candidate reviews Dean's/Unit Head's recommendation and may submit optional response
January 17	--	Vice Provost for Teaching and Learning	The Vice Provost for Teaching and Learning begins review of the I/L dossiers
January 17	--	Vice Provost for Faculty Excellence	The Vice Provost for Faculty Excellence begins review of the Librarian and Instructional Designer dossiers
	April 12	Faculty Excellence	Promotion notifications distributed to colleges

Full Schedule available at: <https://facultyexcellence.ucf.edu/promotion-pathways/>