



**Office of
Faculty Excellence**

UNIVERSITY OF CENTRAL FLORIDA

Promotion Schedule

Instructors, Lecturers, Librarians and Instructional Designers

2017-2018

Instructors, Lecturers, Librarians, and Instructional Designers Promotion Schedule 2017-2018

Note: The Department Chair/Unit Head and Dean have view only privileges throughout the entire promotion process.

DATES (Start date-End date)	TASK
Friday, March 31, 2017	FACULTY NOTIFY CHAIR OR DIRECTOR OF THE INTENT TO APPLY FOR PROMOTION. Department Chair/Unit Head discusses the promotion process with faculty applying for promotion academic year 2017-2018.
Monday, April 3- Friday, April 14	COLLEGE ELECTIONS FOR COLLEGE PROMOTION COMMITTEE ARE HELD. [RECOMMENDED DATE - EARLIER DEADLINES MAY BE ESTABLISHED]. <i>Note: Alternates should <u>not</u> be elected.</i>
Monday, April 17- Friday, April 28	DEPARTMENT ELECTIONS FOR DEPARTMENT PROMOTION COMMITTEE ARE HELD. [RECOMMENDED DATE].
Monday, May 1	COLLEGES TO SUBMIT CANDIDATE NAMES TO THE OFFICE OF FACULTY EXCELLENCE.
Friday, June 30	PROMOTION SYSTEM AVAILABLE THROUGH MYUCF.
Friday, August 11	COLLEGES TO SUBMIT COLLEGE/UNIT AND DEPARTMENT/UNIT P&T COMMITTEE COMPOSITIONS TO THE OFFICE OF FACULTY EXCELLENCE.
Thursday, August 31 (classes begin August 21) SYSTEM DEADLINE	CANDIDATE SUBMITS DOSSIER. Dossier requirements may be found at http://facultyexcellence.ucf.edu/promotion-pathways/ .
Friday, September 1- Friday, September 8 SYSTEM DEADLINE (Labor Day September 4)	DEPARTMENT CHAIR/UNIT HEAD CERTIFICATION OF PUBLICATIONS AND GRANTS (IF APPLICABLE). The Department Chair/Unit Head reviews the dossier for completeness by: (1) certifying grants, contracts, and publications are accurate (via the acknowledgement checkboxes), (2) uploading official contract and grant report, (3) forwarding the dossier (via the "Reviewed" button) to the department's committee, or recycling it to the Candidate for revision(s).
Monday, September 11- Tuesday, October 3 SYSTEM DEADLINE	DEPARTMENT/UNIT PROMOTION COMMITTEE SUBMITS RECOMMENDATION. The department committee chair (1) enters committee votes, (2) completes comment fields in the promotion system, (3) collects committee member signatures, (4) uploads the signature list into the promotion system, and (5) selects the "Reviewed" button to forward the dossier to the Department Chair/Unit Head for review.
Saturday, September 23	SYSTEM UNAVAILABLE – SYSTEM PATCHING
Wednesday, October 4- Thursday, October 5 SYSTEM DEADLINE	CHAIR/UNIT HEAD REVIEW OF COMMITTEE RESPONSE. Department Chair/Unit Head reviews the department/unit promotion committee's evaluation and (1) ensures correct signature list is uploaded, (2) confirms number of signatures matches the number of votes for the Candidate, and (3) selects "Reviewed" button to forward the dossier to Candidate for response.
Friday, October 6- Thursday, October 12 SYSTEM DEADLINE	CANDIDATE REVIEWS DEPARTMENT COMMITTEE RECOMMENDATION. The Candidate reads the evaluation and may upload an optional response within the system. If the candidate chooses not to respond to the recommendation, the dossier must be forwarded to the next step via the "Reviewed" button. If no action is taken by the candidate after seven (7) business days, the dossier will be manually forwarded by Faculty Excellence to keep the review on schedule.

Friday, October 13- Thursday, October 19 SYSTEM DEADLINE	DEPARTMENT CHAIR/UNIT HEAD SUBMITS RECOMMENDATION. The Department Chair/Unit Head completes evaluation of candidate and (1) enters recommendation, (2) completes comment fields to support recommendation, and (3) selects “Reviewed” button to forward dossier to candidate for response.
Friday, October 20- Thursday, October 26 SYSTEM DEADLINE	CANDIDATE REVIEWS DEPARTMENT CHAIR RECOMMENDATION. The Candidate reads the evaluation and may upload an optional response within the system. If the candidate chooses not to respond to the recommendation, the dossier must be forwarded to the next step via the “Reviewed” button. If no action is taken by the candidate after seven (7) business days, the dossier will be manually forwarded by Faculty Excellence to keep the review on schedule.
Friday, October 27- Monday, November 20 SYSTEM DEADLINE	COLLEGE PROMOTION COMMITTEE SUBMITS RECOMMENDATION. College committee chair (1) enters committee votes, (2) completes comment fields, (3) collects committee member signatures, (4) uploads signature list, and (5) selects the “Reviewed” button to forward the dossier to the Dean’s designee for review.
Tuesday, November 21- Wednesday, November 22 SYSTEM DEADLINE <i>(Holidays November 23-24)</i>	DEAN DESIGNEE REVIEWS COLLEGE COMMITTEE RESPONSE. Dean’s Designee (1) ensures correct signature list is uploaded, (2) confirms number of signatures matches the number of votes, and (3) either forwards dossier (via the “Reviewed” button) to the Candidate or recycles it to college promotion committee.
Monday, November 27- Tuesday, December 5 SYSTEM DEADLINE	CANDIDATE REVIEWS COLLEGE COMMITTEE RECOMMENDATION The Candidate reads the evaluation and may upload an optional response within the system. If the Candidate chooses not to respond to the recommendation, the dossier must be forwarded to the next step via the “Reviewed” button. If no action is taken by the candidate after seven (7) business days, the dossier will be manually forwarded by Faculty Excellence to keep the review on schedule.
Wednesday, December 6, 2017-Tuesday, January 9, 2018 SYSTEM DEADLINE	DEAN SUBMITS RECOMMENDATION. The Dean completes an evaluation of the candidate and (1) enters recommendation, (2) completes comment field in the system to support the recommendation, and (3) selects the “Reviewed” button to forward the dossier to the to the candidate for their response.
Saturday, December 16	SYSTEM UNAVAILABLE
Wednesday, January 10- Tuesday, January 16 SYSTEM DEADLINE <i>(classes begin January 8; Martin Luther King Day January 15)</i>	CANDIDATE REVIEWS DEAN RECOMMENDATION AND MAY UPLOAD OPTIONAL RESPONSE. The Candidate reads the evaluation and may upload an optional response within the system. If the candidate chooses not to respond to the recommendation, the dossier must be forwarded to the next step via the “Reviewed” button. If no action is taken by the candidate after seven (7) business days, the dossier will be manually forwarded by Faculty Excellence to keep the review on schedule.
Wednesday, January 17-	VICE PROVOST FOR TEACHING AND LEARNING REVIEWS I/L DOSSIERS. VICE PROVOST FOR FACULTY EXCELLENCE REVIEWS LIBRARIAN AND INSTRUCTIONAL DESIGNER DOSSIERS. <i>[This concludes activity in the promotion system].</i>
Thursday, April 12	NOTIFICATIONS DISTRIBUTED TO COLLEGES.