



2021-22 Instructor/Lecturer Promotion Schedule

Date	Task
Monday, June 14 System Available	Promotion system available through MyUCF .
Wednesday, August 25 System Deadline	Candidate submits dossier.
Thursday, August 26 - Tuesday, September 7 (Holiday September 6)	Department Chair/Unit Head certifies dossier contents.
Wednesday, September 8 - Tuesday, September 28	Department Committee Chair enters committee recommendation.
Wednesday, September 29 - Monday, October 4	Department Chair/Unit Head reviews department/unit committee's evaluation.
Tuesday, October 5 - Monday, October 11	Candidate reviews department/unit committee recommendation and may upload optional response.
Tuesday, October 12 - Monday, October 18	Department Chair/Unit Head makes recommendation for promotion.
Tuesday, October 19 - Monday, October 25	Candidate reviews department chair/unit head recommendation and may upload optional response.
Tuesday, October 26 - Monday, November 15 (Holiday November 11)	College Committee makes promotion recommendation.
Tuesday, November 16 - Wednesday, November 17	Dean Designee reviews write-up of the committee.
Thursday, November 18 - Wednesday, December 1 (Holidays November 25-26)	Candidate reviews college committee recommendation and may upload optional response.
Thursday, December 2 - Thursday, January 6, 2022	College Dean makes promotion recommendation.
Friday, January 7 - Friday, January 14	Candidate reviews college dean recommendation and may upload optional response.
Tuesday, January 18	Vice Provost for Faculty Excellence begins review of dossiers.
Thursday, April 7, 2021	Notification letters distributed to candidates.