



2021-22 Instructional Designers and Librarians Promotion Schedule

Date	TASK
Friday, March 27	Faculty notify chair/director of intent to apply for promotion.
Monday, April 12 - Tuesday, April 20 (Recommended)	Unit elections held for department promotion committees.
Friday, April 23	Unit submits candidate names and P&T committee compositions to Faculty Excellence.
Monday, June 14 System Available	Promotion system available through MyUCF . Candidates may access promotion system to begin dossier development. Dossier requirements, system training manuals, and video tutorials are available at: http://facultyexcellence.ucf.edu/promotion .
Wednesday, August 25	Candidate submits dossier.
Thursday, August 26 - Tuesday, September 7 (Holiday September 6)	Department Chair/Unit Head must (1) certify dossier contents, then (2) forward the dossier to department committee, or recycle it to candidate for revision(s).
Wednesday, September 8 - Tuesday, September 28	Unit Committee Chair must (1) enter committee votes, (2) complete the comment fields in the system, (3) collect committee members' signatures, (4) upload the signature list, and (5) forward the dossier to department chair/unit head for review.
Wednesday, September 29 - Monday, October 4	Department Chair/Unit Head reviews department/unit committee evaluation and (1) ensures that correct signature list is uploaded, (2) confirms the number of signatures matches the number of votes, and (3) forwards the dossier to candidate for optional response.
Tuesday, October 5- Monday, October 11	Candidate reviews department/unit committee recommendation and has the option of uploading a response. Candidate must send the dossier forward within five calendar days, with or without a response.
Tuesday, October 12 - Monday, October 18	Unit Head completes an evaluation of candidate and (1) enters recommendation, (2) completes the comment fields in system to support the recommendation, and (3) forwards the dossier to candidate for optional response.



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Tuesday, October 19 - Monday, October 25	Candidate reviews unit head recommendation and has the option of uploading a response. Candidate must send the dossier forward within five calendar days, with or without a response.
Tuesday, October 26 - Tuesday, November 23	Division Head completes an evaluation of candidate and (1) enters recommendation, (2) completes the comment fields in the system to support the recommendation, and (3) forwards the dossier to candidate for optional response.
Wednesday, November 24 - Friday, December 3 <i>(Holiday November 25-26)</i>	Candidate reviews division head recommendation and has the option of uploading a response. Candidate must send the dossier forward within five calendar days, with or without a response.
Monday, December 6	Vice Provost for Faculty Excellence begins review of dossiers.
Thursday, April 7, 2022	Notification letters distributed to candidates .