

## 2023-24 Instructional Designer and Librarian Schedule

Date	TASK
<b>Monday, June 12</b> <b>System Available</b>	<b>Promotion system available through <u>MyUCF</u>.</b> Candidates may access promotion system to begin dossier development.
	Dossier requirements, system navigation manuals, and video tutorials are available at: <a href="http://facultyexcellence.ucf.edu/promotion">http://facultyexcellence.ucf.edu/promotion</a> .
<b>Wednesday, August 23</b>	<b>Candidate submits dossier.</b>
Thursday, August 24 - <b>Friday, September 1</b>	<b>Unit Head</b> must (1) certify dossier contents, then (2) forward the dossier to unit committee or recycle it to candidate for revision(s).
Tuesday, September 5 - <b>Tuesday, September 26</b>	<b>Unit Committee Chair</b> 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 27 - <b>Thursday, September 28</b>	<b>Unit Head</b> reviews 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.
Friday, September 29 - <b>Thursday, October 5</b>	<b>Candidate</b> reviews 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.
Friday, October 6 - <b>Friday, October 13</b>	<b>Unit Head</b> 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.

Date	TASK
Monday, October 16 - <b>Friday, October 20</b>	<b>Candidate</b> 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.
Monday, October 23 - <b>Friday, November 3</b>	<b>Dean/Division Head</b> 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.
Monday, November 6 - <b>Monday, November 13</b> <i>(Holiday November 10)</i>	<b>Candidate</b> 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.
<b>Tuesday, November 14</b>	<b>Vice Provost for Faculty Excellence</b> begins review of dossiers.
<b>Thursday, April 4, 2024</b>	Notification letters distributed to <b>candidates</b> .