

2023-24 Instructor and Lecturer Promotion Schedule

Dates	Task
Monday, June 12 System Available	Promotion system available through MyUCF. Candidates may access promotion system to begin dossier development.
	Dossier requirements, system navigation manuals, and video tutorials are available at: http://facultyexcellence.ucf.edu/promotion .
Wednesday, August 23 SYSTEM DEADLINE	Candidate submits dossier.
Thursday, August 24 - Friday, September 1	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).
Tuesday, September 5 - Tuesday, September 26	Department 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 27 - Thursday, September 28	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.
Friday, September 29 - Thursday, October 5	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.
Friday, October 6 - Friday, October 13	Department Chair/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.
Monday, October 16 - Friday, October 20	Candidate reviews department chair/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.

Dates	Task
Monday, October 23 - Friday, November 3	College 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 dean designee for review.
Monday, November 6 - Wednesday, November 8	Dean Designee reviews college 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 dossier to candidate for optional response.
Thursday, November 9 - Thursday, November 16 <i>(Holiday November 10)</i>	Candidate reviews college 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.
Monday, November 20 - Friday, December 15 <i>(Holidays November 23-24)</i>	College Dean 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, December 18 - Friday, December 22	Candidate reviews college dean 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, January 2, 2024	Vice Provost for Faculty Excellence begins review of Instructor/Lecturer dossiers.
Thursday, April 4, 2024	Notification letters distributed to the candidates .