



REVISED 10/14/2024

2024-25 Instructor and Lecturer Promotion Schedule

Dates	Task
Monday, April 15 Interfolio Available	Candidates may access Interfolio to begin dossier development. Dossier requirements are available at: Faculty Excellence: Promotion - Instructors and Lecturers
Wednesday, August 21 <u>Deadline</u>	Candidate submits dossier.
Thursday, August 22 - Friday, August 30th	Department Chair/Unit Head certifies dossier contents.
Tuesday, September 3 - Tuesday, September 24	Department Committee reviews dossier and submits recommendation.
Wednesday, September 25 - Thursday, September 26	Department Chair/Unit Head reviews department/unit committee evaluation.
Friday, September 27 - Thursday, October 3	Candidate reviews department/unit committee recommendation and may submit optional response.
Friday, October 4 - Wednesday, October 16	Department Chair/Unit Head reviews dossier and submits recommendation.
Thursday, October 17 - Tuesday, October 22	Candidate reviews department chair/unit head recommendation and may submit optional response.

Dates	Task
Wednesday, October 23 - Friday, November 1	College Committee reviews dossier and submits recommendation.
Monday, November 4 - Wednesday, November 6	Dean Designee reviews college committee evaluation.
Thursday, November 7 - Friday, November 15 (Holiday November 11)	Candidate reviews college committee recommendation and may submit optional response.
Monday, November 18 - Friday, December 13 (Holidays November 28-29)	College Dean reviews dossier and submits recommendation.
Monday, December 16 - Friday, December 20	Candidate reviews college dean recommendation and may submit optional response.
Thursday, January 2, 2025	Vice Provost for Faculty Excellence begins review of Instructor/Lecturer dossiers.
Thursday, April 3, 2025	Notification letters distributed to the candidates .