



REVISED 10/14/2024

**2024-25 Instructional Designer and Librarian Promotion Schedule**

Date	TASK
<b>Monday, April 15</b> <a href="#">Interfolio</a> Available	<b>Candidates</b> may access <a href="#">Interfolio</a> to begin dossier development.  Dossier requirements are available at: <a href="#">Faculty Excellence: Promotion - Librarians and Instructional Designers</a>
<b>Wednesday, August 21</b> <b><u>Deadline</u></b>	<b>Candidate submits dossier.</b>
Thursday, August 22 - <b>Friday, August 30</b>	<b>Unit Head</b> certifies dossier contents.
Tuesday, September 3 - <b>Tuesday, September 24</b>	<b>Unit Committee</b> reviews dossier and submits recommendation.
Wednesday, September 25 - <b>Thursday, September 26</b>	<b>Unit Head</b> reviews unit committee evaluation
Friday, September 27 - <b>Thursday, October 3</b>	<b>Candidate</b> reviews unit committee recommendation and may submit optional response.
Friday, October 4 - <b>Wednesday, October 16</b>	<b>Unit Head</b> reviews dossier and submits recommendation.

Date	TASK
Thursday, October 17 - Tuesday, October 22	<b>Candidate</b> reviews unit head recommendation and may submit optional response.
Wednesday, October 23 - Friday, November 1	<b>Dean/Division Head</b> reviews dossier and submits recommendation.
Monday, November 4 - Friday, November 8	<b>Candidate</b> reviews division head recommendation and may submit optional response.
Tuesday, November 12	<b>Vice Provost for Faculty Excellence</b> begins review of dossiers.
Thursday, April 3, 2025	Notification letters distributed to <b>candidates</b> .