<u>BOLDED & UNDERLINED DATES ARE HARD DEADLINES</u>

If you have questions about the schedule, please contact facultyexcellence@ucf.edu

UCF | Faculty Excellence

2026-27 Instructional Designer and Librarian Promotion Schedule

Date	TASK
Monday, July 6 System Available	**Candidates** may begin uploading materials to their dossier. Dossier requirements are available at: [Faculty Excellence: Promotion - Librarians and Instructional Designers](#)
<u>Wednesday, August 26</u> **<u>HARD DEADLINE</u>**	**Candidate submits dossier.**
Thursday, August 27 - **<u>Wednesday, September 02</u>**	**Unit Head** certifies dossier contents.
Thursday, September 03 - **<u>Thursday, September 24</u>** *(Holiday September 7)*	**Unit Committee** reviews dossier and submits recommendation.
Friday, September 25 - **<u>Monday, September 28</u>**	**Unit Head** reviews unit committee evaluation and shares by close of business with the candidate
Tuesday, September 29 - **<u>Monday, October 05</u>**	**Candidate** reviews unit committee recommendation and may submit optional response.
Tuesday, October 6 - **<u>Tuesday, October 13</u>**	**Unit Head** reviews dossier and submits recommendation and shares by close of business with the candidate.

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Date	TASK
Wednesday, October 14 - **<u>Tuesday, October 20</u>**	**Candidate** reviews unit head recommendation and may submit optional response.
Wednesday, October 21 - **<u>Wednesday, November 04</u>**	**Dean/Division Head** reviews dossier and submits recommendation and shares by close of business with the candidate.
Thursday, November 05 - **<u>Friday, November 13</u>** *(Holiday November 11)*	**Candidate** reviews division head recommendation and may submit optional response.
<u>Monday, November 16</u>	**Vice Provost for Faculty Excellence** begins review of dossiers.
<u>Thursday, April 1, 2027</u>	Notification letters distributed to **candidates.**