

**REVISED 05/24/2022**

**2022-23 Instructor and Lecturer Promotion Schedule**

Dates	Task
Wednesday, July 13 <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> .
Wednesday, August 24 <b>SYSTEM DEADLINE</b>	<b>Candidate submits dossier.</b>
Thursday, August 25 - <b>Tuesday, September 6</b> (Holiday September 5)	<b>Department Chair/Unit Head</b> must (1) certify dossier contents, then (2) forward the dossier to department committee or recycle it to candidate for revision(s).
Wednesday, September 7 - <b>Tuesday, September 27</b>	<b>Department 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 28 - <b>Monday, October 3</b>	<b>Department Chair/Unit Head</b> 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.
Tuesday, October 4 - <b>Monday, October 10</b>	<b>Candidate</b> 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.
Tuesday, October 11 - <b>Tuesday, October 18</b>	<b>Department Chair/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.
Wednesday, October 19 - <b>Monday, October 24</b>	<b>Candidate</b> 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
Tuesday, October 25 - <b>Monday, November 14</b> <i>(Holiday November 11)</i>	<b>College 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 dean designee for review.
Tuesday, November 15 - <b>Wednesday, November 16</b>	<b>Dean Designee</b> 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 17 - <b>Monday, November 28</b> <i>(Holidays November 24-25)</i>	<b>Candidate</b> 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.
Tuesday, November 29 - <b>Thursday, January 5, 2023</b>	<b>College Dean</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.
Friday, January 6 - <b>Thursday, January 12</b>	<b>Candidate</b> 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.
<b>Friday, January 13</b>	<b>Vice Provost for Faculty Excellence</b> begins review of Instructor/Lecturer dossiers.
<b>Thursday, April 6, 2023</b>	Notification letters distributed to the <b>candidates</b> .

# Promotion Schedule

## 2022-23

## Instructors and Lecturers

July '22						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August '22						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September '22						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October '22						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November '22						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December '22						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January '23						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February '23						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March '23						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April '23						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May '23						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June '23						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Candidate
Chair/Director/Unit Head
Dept/School/Unit Committee
College Committee
Dean

System Available July 13, 2022  
 System Deadline August 24, 2022  
 Vice Provost Review January 13-April 4  
 Notification Letters April 6, 2023