

REVISED 05/24/2022

2022-23 Instructional Designer and Librarian Schedule

| Date | TASK |
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| Wednesday, July 13 System Available | Promotion system available through <u>MyUCF</u>. 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 24 | Candidate submits dossier. |
| Thursday, August 25 - Tuesday, September 6 <i>(Holiday September 5)</i> | 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). |
| Wednesday, September 7 - Tuesday, September 27 | Unit 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 28 - Monday, October 3 | 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. |
| Tuesday, October 4 - Monday, October 10 | 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. |
| Tuesday, October 11 - Monday, October 17 | 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. |

| Date | TASK |
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| Tuesday, October 18 - Monday, October 24 | Candidate reviews 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. |
| Tuesday, October 25 - Tuesday, November 8 | Dean/Division Head 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. |
| Wednesday, November 9 - Wednesday, November 16 <i>(Holiday November 11)</i> | Candidate reviews division 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. |
| Thursday, November 17 | Vice Provost for Faculty Excellence begins review of dossiers. |
| Thursday, April 6, 2023 | Notification letters distributed to candidates . |

Promotion and Tenure Schedule

2022-23

Instructional Designers and Librarians

| July '22 | | | | | | |
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| August '22 | | | | | | |
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| September '22 | | | | | | |
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| October '22 | | | | | | |
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| November '22 | | | | | | |
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| December '22 | | | | | | |
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| January '23 | | | | | | |
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| February '23 | | | | | | |
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| March '23 | | | | | | |
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| April '23 | | | | | | |
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| May '23 | | | | | | |
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| June '23 | | | | | | |
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| Candidate |
| Unit Head |
| Unit Committee |
| Dean |

System Available July 13, 2022
 System Deadline August 24, 2022
 Vice Provost Review November 24 - April 5, 2023
 Notification Letters April 6, 2023