BOLDED & UNDERLINED DATES ARE HARD DEADLINES

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

UCF | Faculty Excellence

REVISED 10/16/2025

2025-26 Instructor and Lecturer Promotion Schedule

Dates	Task
Monday, April 14 Interfolio Available	Candidates may access **Interfolio** to begin dossier development. Dossier requirements are available at: Faculty Excellence: Promotion - Instructors and Lecturers
Wednesday, August 27 **HARD DEADLINE**	**Candidate submits dossier.**
Thursday, August 28 - **Wednesday, September 03** *(Holiday September 1)*	**Department Chair/Unit Head** certifies dossier contents.
Thursday, September 04 - **Thursday, September 25**	**Department Committee** reviews dossier and submits recommendation.
Friday, September 26 - **Monday, September 29**	**Department Chair/Unit Head** reviews department/unit committee evaluation and shares by close of business with the candidate.
Tuesday, September 30 - **Monday, October 6**	**Candidate** reviews department/unit committee recommendation and may submit optional response.
Tuesday, October 7 - **Tuesday, October 14**	**Department Chair/Unit Head reviews** dossier and submits recommendation and shares by close of business with the candidate.
Wednesday, October 15 - **Tuesday, October 21**	**Candidate** reviews department chair/unit head recommendation and may submit optional response.

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Dates	Task
Wednesday, October 22 - **Wednesday, November 5**	**College Committee** reviews dossier and submits recommendation.
Thursday, November 6 - **Monday, November 10**	**Dean Designee** reviews college committee evaluation and shares by close of business with the candidate.
Wednesday, November 12 - **Thursday, November 20** *(Holiday November 11)*	**Candidate** reviews college committee recommendation and may submit optional response.
Friday, November 21 - **Monday, December 15** *(Gift Day November 26) (Holiday November 27-28)*	**College Dean** reviews dossier and submits recommendation and shares by close of business with the candidate.
Tuesday, December 16 - **Tuesday, January 6, 2026** *(Gift Days December 19, 2025 – January 2, 2026)*	**Candidate** reviews college dean recommendation and may submit optional response.
Wednesday, January 7	**Vice Provost for Faculty Excellence** begins review of Instructor/Lecturer dossiers.
Thursday, April 2, 2026	Notification letters distributed to the **candidates.**