

BOLDED & UNDERLINED DATES ARE HARD DEADLINES

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



**Faculty
Excellence**

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
<u>Wednesday, August 27</u> <u>HARD DEADLINE</u>	Candidate submits dossier.
Thursday, August 28 - <u>Wednesday, September 03</u> <i>(Holiday September 1)</i>	Department Chair/Unit Head certifies dossier contents.
Thursday, September 04 - <u>Thursday, September 25</u>	Department Committee reviews dossier and submits recommendation.
Friday, September 26 - <u>Monday, September 29</u>	Department Chair/Unit Head reviews department/unit committee evaluation and shares by close of business with the candidate.
Tuesday, September 30 - <u>Monday, October 6</u>	Candidate reviews department/unit committee recommendation and may submit optional response.
Tuesday, October 7 - <u>Tuesday, October 14</u>	Department Chair/Unit Head reviews dossier and submits recommendation and shares by close of business with the candidate.
Wednesday, October 15 - <u>Tuesday, October 21</u>	Candidate reviews department chair/unit head recommendation and may submit optional response.

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