

BOLDED & UNDERLINED DATES ARE HARD DEADLINES

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



**Faculty
Excellence**

2025-26 Instructional Designer and Librarian Promotion Schedule

| Date | TASK |
|--|---|
| Monday, April 14 Interfolio Available | Candidates may access Interfolio to begin dossier development. Dossier requirements are available at: Faculty Excellence: Promotion - Librarians and Instructional Designers |
| <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> | Unit Head certifies dossier contents. |
| Thursday, September 04 - <u>Thursday, September 25</u> | Unit Committee reviews dossier and submits recommendation. |
| Friday, September 26 - <u>Monday, September 29</u> | Unit Head reviews unit committee evaluation and shares by close of business with the candidate |
| Tuesday, September 30 - <u>Monday, October 06</u> | Candidate reviews unit committee recommendation and may submit optional response. |
| Tuesday, October 7 - <u>Tuesday, October 14</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 15 - <u>Tuesday, October 21</u> | Candidate reviews unit head recommendation and may submit optional response. |
| Wednesday, October 22 - <u>Wednesday, November 05</u> | Dean/Division Head reviews dossier and submits recommendation and shares by close of business with the candidate. |
| Thursday, November 06 - <u>Friday, November 14</u> <i>(Holiday November 11)</i> | Candidate reviews division head recommendation and may submit optional response. |
| <u>Monday, November 17</u> | Vice Provost for Faculty Excellence begins review of dossiers. |
| <u>Thursday, April 2, 2026</u> | Notification letters distributed to candidates . |