



Promotion Review Process At A Glance Instructors, Lecturers, Librarians, and Instructional Designers

2018-2019

Window Begins (if applicable)	DEADLINE Window Ends (if applicable)	Responsibility	Action
--	March 30	Candidate	Faculty notify Chair/Unit Head of intent to apply for promotion
--	July 5	--	PROMOTION SYSTEM AVAILABLE
July 27	August 1	--	SYSTEM UNAVAILABLE
--	August 29	Candidate	DEADLINE - CANDIDATE SUBMITS DOSSIER
August 30	September 7	Department Chair/Unit Head	Department Chair/Unit Head certifies contents
September 9	September 9	--	SYSTEM UNAVAILABLE
September 10	October 2	Department/Unit Committee	Department Committee submits recommendation
October 3	October 4	Department Chair/Unit Head	Department Chair/Unit Head reviews Department/Unit Committee's recommendation
October 5	October 9	Candidate	Candidate reviews Department/Unit Committee's recommendation and may submit optional response
October 10	October 18	Department Chair/Unit Head	Department Chair/Unit Head submits recommendation
October 19	October 23	Candidate	Candidate reviews Department Chair's/Unit Head's recommendation and may submit optional response
October 24	November 19	College/Unit Committee	College Committee submits recommendation
November 18	November 18	--	SYSTEM UNAVAILABLE
November 20	November 21	Dean Designee	Dean Designee reviews College/Unit Committee's recommendation
November 26	November 30	Candidate	Candidate reviews College/Unit Committee's recommendation and may submit optional response
December 1	January 8	Dean/Unit Head	Dean/Unit Head submits recommendation
January 9	January 13	Candidate	Candidate reviews Dean's/Unit Head's recommendation and may submit optional response
January 14	--	Vice Provost for Faculty Excellence	The Vice Provost for Faculty Excellence begins review of the Instructor and Lecturer dossiers
January 14	--	Vice Provost for Faculty Excellence	The Vice Provost for Faculty Excellence begins review of the Librarian and Instructional Designer dossiers
	April 11	Faculty Excellence	Promotion notifications distributed to colleges