



REVISED 08/30/2019

**Promotion Review Process At A Glance
Librarians and Instructional Designers
2019-2020**

Window Begins (if applicable)	DEADLINE Window Ends (if applicable)	Responsibility	Action
--	March 29, 2019	Candidate	Faculty notify Department Chair/Unit Head of intent to apply for promotion
--	June 17	--	PROMOTION SYSTEM AVAILABLE
--	August 28	Candidate	DEADLINE - CANDIDATE SUBMITS DOSSIER
August 29	September 10	Department Chair/Unit Head	Department Chair/Unit Head certifies contents
September 11	October 1	Department/Unit Committee	Department/Unit Committee submits recommendation
October 2	October 3	Department Chair/Unit Head	Department Chair/Unit Head reviews Department/Unit Committee's recommendation
October 4	October 8	Candidate	Candidate reviews Department/Unit Committee's recommendation and may submit optional response
October 9	October 17	Department Chair/Unit Head	Department Chair/Unit Head submits recommendation
October 18	October 22	Candidate	Candidate reviews Department Chair/Unit Head's recommendation and may submit optional response
October 23	November 27	Dean/Division Head	Dean/Division Head submits recommendation
December 2	December 6	Candidate	Candidate reviews Dean's/Division Head's recommendation and may submit optional response
December 9	--	Vice Provost for Faculty Excellence	The Vice Provost for Faculty Excellence begins review of the Librarian and Instructional Designer dossiers
	April 9	Faculty Excellence	Promotion notifications distributed to department/units