



REVISED 08/30/2019

**Promotion Review Process At A Glance
Instructors and Lecturers
2019-2020**

Window Begins (if applicable)	DEADLINE Window Ends (if applicable)	Responsibility	Action
--	March 29, 2019	Candidate	Faculty notify 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 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's/Unit Head's recommendation and may submit optional response
October 23	November 18	College/Unit Committee	College/Unit Committee submits recommendation
November 19	November 20	Dean Designee	Dean Designee reviews College/Unit Committee's recommendation
November 25	December 2	Candidate	Candidate reviews College/Unit Committee's recommendation and may submit optional response
December 3	January 7, 2020	Dean/Unit Head	Dean/Unit Head submits recommendation
January 8	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
	April 9	Faculty Excellence	Promotion notifications distributed to colleges/units