

## PROMOTION REVIEWS

Timeline

[Procedure 12.01.01.R1, Implementing Faculty Tenure and Promotion](#)

DEADLINE*	ACTION
April 16	Provost Office issues call to college for lists of candidates applying for promotion to Full Professor. List needs to include the names of all full professors in the candidate's department.
April 23 (NLT)	College provides Provost Office with list of candidates applying for Full Professor promotion. List needs to include names of all full professors in the candidate's department.
April 24	Provost Office forwards comprehensive list of promotion candidates, full professors in the candidate's department to Innovation Digital Learning.
Spring (NLT May 1)	Department head contacts external reviewers to request external letters for promotion candidates. ( <i>External letters are only required for 6<sup>th</sup> year and promotion to full professor reviews.</i> )
Spring (May 1-15)	Colleges identifies members for the College Full Professor Ad-Hoc Committee.
May 15	Candidate and department head granted full access to the candidate's shell.
May 18	College submits College Full Professor Ad-Hoc Committee membership list to the Provost Office.
Aug 15	Last date for department head to add external letters to candidate's shell. Candidates do not have access to view external letters.
Sept 1	Candidate's full access is removed. Department head full access will continue.
Sept 1	Department head invites department full professors to provide written input regarding the candidate's qualifications citing evidence from the candidate's dossier. Full professors are granted viewing access to the shell.
Sept 16	Full professors viewing access is removed.
Sept 23	Last date for department head to upload full professors' written evaluations to the shell.
Sept 24	Department head's full access is removed.
Oct 1	Dean gives College Full Professor Ad-Hoc Committee its charge.
Oct 2	College Full Professor Ad-Hoc Committee members are granted viewing access to shell.
Oct 15	College Full Professor Ad-Hoc Committee members viewing access is removed. Chair of College T&P Committee is granted full access.
Oct 22	Last date for Chair of the Full Professor Ad-Hoc Committee to submit the Chair's summary report to dean.
Oct 23	Chair of Full Professor Ad-Hoc Committee's full access is removed.
Oct 24	Dean is granted viewing access to the candidate's shell.
Oct 24	Dean's administrative assistant granted full access to the shell, and begins review to ensure portfolio is accurate and complete.
Nov 14	Last day for dean's recommendation letter to be uploaded to the shell.
Nov 15	College administrative assistant completes review ensuring portfolio is accurate and complete and access is removed.
Nov 30	University T&P Committee is granted viewing access to all candidates' shells.

Dec 15	University T&P Committee to review, meet and discuss probationary and promotion candidates.
Dec 15	Last date for University T&P Committee to complete its review and notify the provost of its recommendation for each candidate.
Dec 16	University T&P Committee members' viewing access is removed (excluding Provost and Chief of Staff).
Dec 16-Jan 16	Provost Review
Jan 20	Provost Office to notify candidates of the provost's recommendation.
Jan 20 – Feb 10	President Review
Feb 15	President Office to notify candidates of president's recommendation.

\*IF THE DEADLINE FALLS ON A WEEKEND OR HOLIDAY, THE DUE DATE IS THE NEXT BUSINESS DAY.