



Annual Promotion Review Schedule Research & Educator Track Faculty (Scholar or Series)

For the 2023-2024 Promotion cycle, with a **July 1, 2024** effective date, dossiers are due to the Office of Faculty Affairs by **August 1, 2023**. Candidates will be notified of the recommendation being made when dossiers are forwarded from the department to the college and from the college to the university.

Date	Year	Responsible Party	Tasks / Action
February	2023	COM-T Faculty Affairs	Notify faculty & department heads of review deadlines
March	2023	Candidate	Attend Promotion Workshops – contact Department P&T Coordinator for schedule and links
March - April	2023	Candidate	Prepare dossier with guidance from Department P&T Coordinator
April	2023	Candidate	Provide a list of potential Outside Evaluators to Department (<i>optional</i>)
May 3rd	2023	Candidate	Upload completed dossier materials to Department *Departments may have earlier deadlines to meet their needs – check with the Dept. P&T Coordinator
May	2023	Department	Review candidate materials & correct, as needed. Send letters requesting review to Outside Evaluators.
June - July	2023	Dept. P&T Committee	Review dossier, write review & recommendation regarding promotion
July	2023	Department Head	Review dossier & committee's evaluation, write recommendation for promotion
August 1st	2023	Department	Upload dossier to COM Office of Faculty Affairs
August - October	2023	College P&T Committee	Review dossier, add promotion recommendation to dossier
October - November	2023	Faculty Affairs Dean	Review dossier, add promotion recommendation to dossier
December 8th	2024	COM-T Faculty Affairs	Upload all dossiers to the Office of the Provost
January - April	2024	University P&T Committee	Review dossiers, make recommendations to the Provost
April 26	2024	Provost	Send decision letters to candidates

