

2021 – 2022 Instructor Promotion Schedule

TASK to be Completed	DEADLINE	Responsible Person (s)
Intent to Apply DUE to Immediate Supervisor(s)	Sept. 13	Instructor candidates applying for promotion
Submit Instructor Promotion applications and docs online via Interfolio	Nov. 5	Immediate supervisor, Chair, Division Director, Dean (TBD)
Recommendation DUE from Chair/Director/Supervisor Submit to College/School Committee	Nov. 12	Chairs, Directors, Unit Supervisors
Recommendation DUE from College/School Committee Submit to Dean	Nov. 19	College/School Tenure and/or Promotion committees
Recommendation DUE from Dean Submit to Provost	Dec. 3	Deans
Confirmation of Received Documents (Faculty rebuttals, Votes, Dean's Rec'd)	Dec. 3	Associate Provost for Faculty Affairs
University-wide Committee Planning Meeting	First Week of December	University-wide Committee Chair
University-wide Tenure and/or Promotion Committee submits recommendations to Provost	April 2022	University-wide Tenure and/or Promotion Committee Chair
Withdrawal of Promotion application/docs	March 15, 2022	Faculty/ Instructor Candidates
Complete Intent to Apply for Promotion	Aug. 1 – Aug. 30	**Chairs, Directors, Unit supervisors (Deans/Chairs/ Directors maintain records of evaluations and appraisal forms)
Promotion Notifications provided to faculty and deans	July 2022	Associate Provost for Faculty Affairs