

MASTER TIMELINE FOR FIXED-TERM PROMOTION			
Candidate: _____		FALL	SPRING
Candidate	Notification from candidate to the Dean whether they wish to seek promotion	February 13	September 12
ADRFD / HR	Schedule meeting with Associate Dean for Research & Faculty Development (ADRFD), HR & candidate to review timeline (<i>optional</i>)	February 25	September 17
Dean	Subcommittee formed by Dean	March 17	October 13
HR	Letter to candidate notifying who subcommittee chair/members will be with cc: to subcommittee chair/members	April 1	October 27
Candidate	Submits names of 4 External Reviewers along with 1 electronic set of materials [Professional Statement, CV, any selected publications (if applicable)] to HR	April 1	October 27
Subcommittee	Keep candidate's list of External Reviewers (above) and can add up to 1-4 additional External Reviewer names to HR	April 15	November 14
HR	Send letter and materials to External Reviewers	May 1	December 1
HR	Send reminder email to External Reviewers for whose letters have not been received	August 7	January 7
Candidate	Complete upload of all SOE required documentation to SharePoint AND submit the names of 4 students to APT subcommittee members	August 15	January 14
ADRFD	Sends the list of 4 names to the APT subcommittee and asks them to solicit 2 student letters	August 16	January 15
HR	Confirm external review letters received	August 15	February 10
HR	HR reviews and confirms completion of required documentation in SharePoint	August 16	February 11
HR	Inform Senior Faculty candidate electronic materials are available on SharePoint (send email - noting missing components as appropriate)	August 17	January 17
HR	Notify SOE faculty they may provide written input by September 12 or February 10	August 27	January 27
SOE Faculty	SOE faculty deadline to submit written input to HR	September 12	February 10
Candidate	One-page CV addendum due to ADRFD	September 15	February 15
HR	Notify Subcommittee Chair/Members electronic materials are available on SharePoint for completion of subcommittee report on SharePoint (send email)	September 27	February 20
Subcommittee	Sends draft subcommittee report to ADRFD	October 24	March 26
Subcommittee	Sends final subcommittee report to HR and Dean	November 3	April 1
HR	Notify Senior Faculty via email: ALL materials are now available	November 10	April 8
MEETING	Senior Faculty Meeting	TBA*	TBA*
Dean	Dean meets with candidate immediately after the Senior Faculty Meeting	TBA*	TBA*
HR Submission	Standard Order Documents submitted for promotion	TBA	TBA

*Senior Faculty Meeting is usually the first reading day of the semester