### 2023 - 2024 Instructor Promotion Schedule

<table>
<thead>
<tr>
<th>Action</th>
<th>DEADLINE</th>
<th>Responsible Person (s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intent to Apply DUE to Immediate Supervisor(s)</td>
<td>Sept. 5, 2023</td>
<td>Instructor candidates applying for promotion Immediate Supervisors</td>
</tr>
<tr>
<td>Notify Academic Affairs of the total number of Instructor Promotion applications</td>
<td>Sept. 8, 2023</td>
<td>Interfolio Case Managers</td>
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<tr>
<td>Candidates informed if they are eligible to submit an application. Only applies if more than 20 applications are submitted.</td>
<td>Sept. 15, 2023</td>
<td>Academic Affairs will inform Case Managers who should create a Case for the candidate in Interfolio</td>
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<tr>
<td>Eligible Candidates Submit Instructor Promotion applications and docs online via Interfolio</td>
<td>Set by each College/School</td>
<td>Instructor Candidates</td>
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<tr>
<td>Recommendation DUE from Chair/Director/Supervisor</td>
<td>Submit to College/School Committee</td>
<td>Set by each College/School</td>
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<tr>
<td>Recommendation DUE from College/School Committee Submit to Dean</td>
<td>Set by each College/School</td>
<td>College/School Tenure and/or Promotion committees</td>
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<tr>
<td>Recommendation DUE from Dean</td>
<td>Submit to Academic Affairs</td>
<td>Dec. 4, 2023</td>
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<tr>
<td>University-wide T&amp;P Committee Planning Meeting</td>
<td>December 2023</td>
<td>University-wide T&amp;P Committee Chair</td>
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<tr>
<td>University-wide T&amp;P Committee begins review of all candidates</td>
<td>January 2024</td>
<td>University-wide T&amp;P Committee Chair</td>
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<tr>
<td>Last day to withdraw application from University-wide committee</td>
<td>March 7, 2023</td>
<td>Faculty/ Instructor Candidates</td>
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<tr>
<td>University-wide T&amp;P Committee submits Promotion Only recommendations to Provost</td>
<td>April 12, 2024</td>
<td>University-wide T&amp;P Committee Chair</td>
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<tr>
<td>Provost submits promotion recommendations to the President</td>
<td>July 2024</td>
<td>Academic Affairs</td>
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<tr>
<td>Promotion Notifications provided to faculty and deans</td>
<td>July 2022</td>
<td>Academic Affairs</td>
</tr>
<tr>
<td>Effective date of promotions</td>
<td>August 2022</td>
<td>Academic Affairs</td>
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