

2023 - 2024 Instructor Promotion Schedule

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