

## 2025-2026 COE PROFESSIONAL TRACK PROMOTION REVIEW TIMELINE (v1; 9/12/25)

Dates may be adjusted & finalized after the Oct 22 submissions of promotion candidates

Dates:	Who:	Action:
September	Faculty & Admin Staff	Activity Insight training; live training sessions and recordings <a href="https://activityinsight.psu.edu/2025/07/28/activity-insight-training/">https://activityinsight.psu.edu/2025/07/28/activity-insight-training/</a>
September 11 - 12	Deans Office to Department Heads	Send 2025-26 guidelines, timeline, and spreadsheet of faculty who are potentially eligible for promotion reviews in 2025-2026.
October 1 1:30-2:30 pm	All	Promotion Process Workshop for Faculty, Department Heads, and Administrative Staff <a href="https://psu.zoom.us/j/92423154975">https://psu.zoom.us/j/92423154975</a>
September 12 – October 17	Department Heads	Gather and review recommendations from faculty supervisors; meet with faculty to discuss their readiness for promotion
October 20	Department Heads	Last date to submit list of those who will be going forward with promotion review
October 20 – November 5	Admin Staff	Download SEEQs and SRTEs and submit any large sections for which AI summaries may be requested to the deans office
October - November	Department Heads	Request letters of assessment to be included in dossier
October 22 – November 10	Deans Office; All Professional Track Faculty	First-level and college promotion committee elections conducted; department head committee appointments made
November	Candidates, Department Heads, Admin Staff	<b>Required</b> dossier pre-checks by dean's office (letters of assessment and student feedback evaluations are not required for this review)
November - December	Promotion Candidates	Complete dossiers in Activity Insight after receiving pre-check feedback from the deans office
November 11 – November 18	Department Heads	Committees formed and charged for student feedback reviews
December 4 3:30 – 5:00 pm	Elected Committee Members	Mandatory First-level and College Promotion Committee Workshop <a href="https://psu.zoom.us/j/91946717111">https://psu.zoom.us/j/91946717111</a>
December 11	Student Feedback Committees, Candidates, Admin Staff	Student feedback committees complete their evaluations (750-word max). Evaluations are shared with candidates and added to dossiers. Candidates may choose to update their narrative statements after reading the evaluation.
December 18	Candidates, Department Heads, Admin Staff	Candidates complete final review of their dossiers and sign the candidate signature page attesting that the final version of the dossier is correct. Then the dossier (as signed) and assessment letters (not seen by candidate) are uploaded to PTORP. <b>This must be completed before any reviews are initiated.</b>
December 4 - 18	Department Head and Committees	Department heads charge first-level promotion review committees

<b>Dates:</b>	<b>Who:</b>	<b>Action:</b>
January (date TBD)	Dean's Office (ADF)	Charge of college promotion review committee
February 6	First-level committees, FAC	First-level committees complete their reviews and submit recommendation memos to FAC (Amy Corbett) for upload to PTORP
February 9 - 20	Department heads	Any consultations with first-level committees completed
February 24	Department heads and admin staff	Department heads complete their reviews and submit recommendation memos to FAC for upload to PTORP
February 25 – March 27	College committee	Any consultations with department heads are completed
March 31	College committee	College committee completes their reviews and submits recommendation memos to FAC for upload to PTORP
April 6 - 23	Dean	Any consultations with college committee are completed
May	Dean	Dean notifies candidates of promotion decisions