

COE PROFESSIONAL TRACK FACULTY PROMOTION CALENDAR			
Month Occurs	Deadline	Initiator	Event or Process Step
November		Faculty Affairs Admin Coordinator (FAC)	Distributes process for promotion guidelines and timetable to Department Heads
November/ December		Associate Dean for Faculty (ADF) and FAC	Workshops for professional track faculty, their supervisors, and their department heads-- those considering promotion, those supervising someone considering promotion, their department/school heads, and all professional track faculty who may be called upon to serve on promotion committees
December/ January			First-level and College Promotion Committees finalized
December/ January		Department Head	Department Head gathers and reviews recommendations from faculty supervisors
December/ January	Names and Choice of Guidelines to ADF 1/8/2024 (latest)	Department Head	Department Head submits list of Professional Track Faculty promotion candidates to the ADF, copying FAC
December/ January		Department Head	Department Head requests letters of assessment to be included in dossier
January		ADF and FAC	Additional training/workshop/office hours for affected department heads and promotion committee members
January		ADF and FAC	Additional training/workshop/office hours for promotion candidates
February	02/05/2024	Faculty member + DH	Professional Track faculty member completes dossier using Activity Insight (AI) (will be uploaded by department into PTORP system for committee review)
February	2/26/2024	First-Level Review Committee	First-Level Committee completes review and submits written recommendation to Department Head
March	Due to College Committee: 03/13/2024	Department Head	Department Head completes review and submits written recommendation to FAC for College Professional Track Faculty Promotion Review Committee
April	4/17/2024	College Review Committee	College Professional Track Faculty Review Committee completes review and submits written recommendation to College HR Department for Dean
May	05/06/2024	Dean	Dean notifies candidates of promotion decision