

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 19	11/19/2024	Associate Dean for Faculty (ADF) and FAC	Workshop for professional track faculty, their supervisors, and their department heads-- targeted to those considering promotion, those supervising someone considering promotion, and their department/school heads
November		Department Head	Department Head gathers and reviews recommendations from faculty supervisors
November 22	Names and Choice of Guidelines to ADF 11/22/2024	Department Head	Department Head submits list of Professional Track Faculty promotion candidates to the ADF, copying FAC
November/December		Department Head	Department Head requests letters of assessment to be included in dossier
November/December		Faculty member + DH	Professional Track faculty member completes dossier using Activity Insight (AI) (will be uploaded by department into PTORP system for committee review)
December		Associate Dean for Faculty (ADF) and FAC	Committee Elections *College *First-Level
December	ADF		Meeting with Department Heads to Review Process
December/January	12/17/2024-1/14/2025	First-Level Review Committees and College Review Committee	Mandatory Workshops for First-Level Review Committees and College Review Committee
January	1/15/2025	Department Head	Submits promotion dossiers and letters of assessment to FAC via PTORP
January	Week of 1/20/2025	Department Heads	Department Heads charge the First-Level Review Committees (group charge meeting)
February	2/20/2025	First-Level Review Committee	First-Level Committee completes review and submits written recommendation to FAC for upload into PTORP
March	Due to FAC for distribution to College Committee: 3/6/2025	Department Head	Department Head completes review and submits written recommendation to FAC for College Professional Track Faculty Promotion Review Committee
March/April	4/4/2025	College Review Committee	College Professional Track Faculty Review Committee completes review and submits written recommendation to the ADF, copying FAC, for Dean review
May		Dean	Dean notifies candidates of promotion decision