

# Promotion Timeline for Instructional Faculty

(to be attached to OIT-20-040)

Time Frame		Review Activity	
<b>Fall Term</b>	Week 1	Provost notifies department chair of faculty having required time in rank.	
	Week 2	Department chair notifies faculty eligible for promotion.	
<b>Winter Term</b>	Week 8	Department chair appoints Promotion Review Committee (PRC).	
<b>Spring Term</b>	Week 1	Faculty prepares and submits portfolio to PRC.	
	Week 2	PRC reviews faculty.	
	Week 3	PRC reports recommendation decision to department chair.	
	Week 4	Department chair notifies faculty of PRC recommendation decision by <b>Wednesday of Week 4</b> . Department chair reports recommendation decision to school dean.	Appeal: Faculty can request a meeting with department and PRC chairs. If not satisfied, faculty can write a rebuttal to school dean and request to address School Promotion Committee (SPC).
	Week 5	SPC reviews faculty.	Appeal: School dean shall allow requesting faculty opportunity to address SPC to present a case for promotion.
	Week 6	SPC reports recommendation decisions to Promotion Advisory Committee (PAC).	
	Week 7	School dean notifies faculty of SPC recommendation decision by <b>Wednesday of Week 7</b> . PAC reviews faculty. PAC reports recommendation decisions to the provost.	
	Week 8		
	Week 9		
	Week 10		
	Week 11	Provost notifies faculty of the promotion decision in writing.	