

College of Art and Design

Promotion in Rank to Full Professor

Promotion in Rank to Full Professor: Timeline

March 1	Call for nominations to the CAD Schools from the School Directors
March 15	Faculty nominations for promotion received by School Director
April 1	Eligible candidates receive written acknowledgement of the initiation of the consideration for promotion process and a request for materials by the School Director
May 31	Dean's office (Grace Gladney) provides a Faculty Document Submissions guide and link for the candidate to upload their electronic documentation
By June 1	Candidate's personal website needs to be completed for external reviews Candidate provides to their School Director: <ul style="list-style-type: none">▪ Five (5) external scholars who are recognized in the candidate's academic field▪ URL of personal website, including passwords, accessible to external reviewers and contains candidate's scholarly record and electronic versions of scholarly work
June 5	School Director forwards candidate's submitted external scholar names, personal website URL, along with three (3) additional external names, identified by the School Director (or the Dean in cases where the School Director is nominated for promotion), to the Promotion Committee Chair
June 6 – Aug. 15	Promotion Committee Chair seeks at least two (2) reviews from the external scholars recommended by the candidate and at least two (2) reviews from external scholars suggested by the School Director of the candidate's School (or the Dean in cases where the School Director is nominated for promotion) for a minimum of four external reviews .
August 15	Candidate uploads portfolio of documentation , which includes all of the required documentation to the file share link Promotion Committee Chair seeks letters of recommendation for or against promotion from all the Professors (does not include School Director or Promotion Committee members) in the candidate's School
September 15	School Director provides letter accessing the candidate to the Promotion Committee Chair
January 1	All materials, including all letters, should be made available for review by the CAD Promotion Committee
February 1	Promotion Committee Chair submits a letter of recommendation to the Dean, including the tally of votes from members of the committee, and a summary of the internal letters from the candidate's School
March 1	Dean submits a letter of recommendation to the Provost.
May 1	Candidate notified regarding the promotion decision by the Provost