

## Promotion in Rank to Senior Lecturer or Principal Lecturer

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### Promotion in Rank to Senior Lecturer/Principal Lecturer: Timeline (effective May 2023)

<b>March 1</b>	Call for nominations to the CAD Schools from the School Directors
<b>May 1</b>	Faculty nominations for promotion received by School Director Elections for the College tenure committee shall be conducted.
<b>May 15</b>	Eligible candidates receive written acknowledgement of the initiation of the consideration for promotion process and a request for materials by the School Director
<b>May 31</b>	Dean's office (Grace Gladney) provides a <b>Faculty Document Submissions</b> guide and link for the candidate to upload their electronic documentation
<b>By September 15</b>	Candidate <b>uploads all required documentation</b> to the file share link provided by the Dean's office
<b>September 15</b>	Dean calls the promotion committee to its initial organizational meeting.
<b>September 30 – December 1</b>	The Promotion Committee chair solicits confidential letters from the tenured faculty members and non-tenure track teaching faculty senior in rank from within the candidate's School  School Director provides letter accessing the candidate to the committee.
<b>January 1</b>	All materials, including all letters, should be made available for review by the CAD Promotion Committee
<b>February 1</b>	Promotion Committee chair submits a letter of recommendation for or against promotion 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
<b>March 1</b>	Dean submits a letter of recommendation and all documentation for or against promotion to the Provost
<b>May 1</b>	Candidate notified regarding the promotion decision by the Provost