

## Promotion in Rank to Full Professor

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### Promotion in Rank to Full Professor: 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>August 15</b>	<p>Candidate provides to their School Director</p> <ul style="list-style-type: none"><li>▪ Five (5) external scholars who are recognized in the candidate's academic field.</li><li>▪ A list (if applicable) of up to three (3) scholars the candidate does not want to be considered as external reviewers of their scholarly work.</li><li>▪ School Director forwards candidate's submitted external scholar names along with three (3) additional external names, identified by the School Director, to the Dean's office (Grace Gladney).</li></ul>
<b>By September 15</b>	<p>Candidate <b>uploads all required documentation</b> to the file share link provided by the Dean's office.</p> <p>Candidate's <b>personal website</b> of creative scholarship needs to be completed <b>for external reviewers</b>. Candidate provides to their School Director the URL of personal website, including passwords, accessible to external reviewers and contains candidate's scholarly record and electronic versions of scholarly work.</p> <p>School Director forward's candidate's personal website URL and any passwords (if applicable) to the Dean's office (Grace Gladney).</p>
<b>September 15</b>	Dean calls the promotion committee to its initial organizational meeting.
<b>September 30 – December 1</b>	<p>The 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 for a <b>minimum of four external reviews</b>.</p> <p>The Promotion Committee Chair solicits confidential letters from each tenured faculty within the candidate's school.</p> <p>School Director provides letter accessing the candidate to the committee.</p>
<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 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 to the Provost.
<b>May 1</b>	Candidate notified regarding the promotion decision by the Provost