

Promotion in Rank to Senior Lecturer or Principal Lecturer:
Policy E06.II.D.I and E06.II.D.II

Promotion in Rank to Senior Lecturer/Principal Lecturer: Timeline (effective September 2024)

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| March 1 | Call for nominations to the CAD Schools from the Dean. |
| May 1 | Faculty nominations for promotion received by School Director. |
| By May 15 | <p>The School Director will inform the Dean about the candidate's nomination. Eligible candidates receive written acknowledgement of the initiation of the consideration for promotion process and a request for materials by the Dean's office.</p> <p>Dean calls the promotion committee to its initial organizational meeting. The Promotion Committee elect a Chair.</p> |
| May 31 | Dean's office (Grace Gladney) provides a Faculty Document Submissions guide and link for the candidate to upload their electronic documentation. |
| August 15 | Candidate uploads all required documentation to the file share link provided by the Dean's office. |
| By Sept 15th | <p>The Promotion Committee Chair solicits confidential letters from each tenured faculty and school director within the candidate's school with a <i>due date determined by the Promotion Committee Chair</i>.</p> <p>For School Directors: In addition to their confidential letter, the school director must also submit the Summary Table of Annual Evaluations and the Promotion form (signed) on the <i>same due date</i> for the school director's confidential letter.</p> |
| Sept 15 – Jan | The Promotion Committee reviews the candidate's dossier and letters from faculty senior in rank and school director. |
| February 1 | The Chair of the Promotion Committee uploads the letter of review to the candidate's file share folder for the dean to review. The vote of the Committee is included in the letter. |
| March 1 | Dean submits a letter of recommendation and all documentation for or against promotion to the provost. |
| May 1 | Candidate notified regarding the promotion decision by the provost. |