

**Promotion in Rank to Full Professor: Timeline** (revised for 2241-2245)

- March 1** Call for nominations to the CAD Schools from the School Directors. A candidate may be nominated for promotion in any one of the following ways:
- The school director shall evaluate the rank status of each faculty member at least every two years at the time of annual review and may nominate a candidate for promotion.
  - A professor eligible to serve on the promotion committee may nominate a candidate for promotion.
  - A tenured faculty member may nominate him/herself for promotion.
- May 1** Faculty nominations for promotion received by School Director.
- By May 15** 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.
- Dean calls the promotion committee to its initial organizational meeting. The Promotion Committee elect a Chair.
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- May 31** Dean's office (Grace Gladney) provides a **Faculty Document Submissions** guide and link for the candidate to upload their electronic documentation.
- June 15** Candidate provides to their School Director
- Five (5) external scholars who are recognized in the candidate's academic field.
  - 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.
  - 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).
- Candidate provides to their School Director and Dean's office (Grace Gladney) the URL of their completed **personal website** of creative scholarship **for external reviewers**, including passwords.
- August 15** Candidate **uploads all required documentation** to the file share link provided by the Dean's office.
- By Sept 6** On behalf of the Promotion Committee Chair, the Dean's Office will requests letters from the lists provided with 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 **minimum of four external reviews**.
- External review letters are due to the Dean's Office by November 1st.

- By Nov 5** The Promotion Committee Chair solicits confidential letters from each **full professor** and **school director** within the candidate's school with a *due date determined by the Promotion Committee Chair* (suggested due date of December 1<sup>st</sup>).
- For School Directors:** In addition to their confidential letter, the school director must also submit the Research/Scholarship Table (signed), Summary Table of Annual Evaluations, and Promotion form (signed) on the *same due date* for the school director's confidential letter.
- Sept – Nov** The Promotion Committee reviews the candidate's dossier.
- Nov – Dec** The Promotion Committee reviews the letters from professors, school director, and external reviewers.
- 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 forwards the Promotion Committee's letter of review and the candidate's documentation to the provost, along with the letters from external review scholars and a separate recommendation letter from the Dean.
- May 1** Candidate is notified in a written communication from the provost regarding the granting.