

**Promotion in Rank to Full Professor: Timeline** (effective April 2025)

<b>March 1</b>	<p>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:</p> <ul style="list-style-type: none"><li>▪ 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.</li><li>▪ A professor eligible to serve on the promotion committee may nominate a candidate for promotion.</li><li>▪ A tenured faculty member may nominate him/herself for promotion.</li></ul>
<b>May 1</b>	<p>Faculty nominations for promotion received by School Director.</p>
<b>By May 15th</b>	<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>
<b>May 31</b>	<p>Dean's office (Grace Gladney) provides a <b>Faculty Document Submissions</b> guide and link for the candidate to upload their electronic documentation.</p>
<b>June 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></ul> <p>Candidate provides to their School Director and Dean's office (Grace Gladney) the URL of their completed <b>personal website</b> of creative scholarship <b>for external reviewers</b>, including passwords.</p>
<b>June 20</b>	<p>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).</p>
<b>By June 30th</b>	<p>The Dean's office, on behalf of the Promotion Committee Chair, emails the external scholars from the lists provided requesting their service as a reviewer of the candidate's submitted scholarly work for promotion.</p>

<b>By July 31st</b>	<p>The Dean's office, on behalf of the Promotion Committee Chair, requests letters from the accepted external reviewers: at least two (2) 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>External review letters are <b>due to the Dean's Office by September 30<sup>th</sup></b>.</p>
<b>August 15</b>	<p>Candidate <b>uploads all required documentation</b> to the file share link provided by the Dean's office.</p>
<b>By Sept 30th</b>	<p>The Promotion Committee Chair solicits confidential letters from each <b>full professor</b> within the candidate's school with a <b>due date determined by the Promotion Committee Chair</b> (suggested due date of December 1<sup>st</sup>).</p> <p><b>For School Directors:</b> 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 <b>same due date</b> for the school director's confidential letter.</p>
<b>Sept – Jan</b>	<p>The Promotion Committee reviews the candidate's dossier and letters from professors, school director, and external reviewers.</p>
<b>February 1</b>	<p>The Chair of the Promotion Committee uploads the letter of review to the candidate's file share folder. The vote of the Committee is included in the letter.</p>
<b>March 1</b>	<p>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.</p>
<b>May 1</b>	<p>Candidate is notified in a written communication from the provost regarding the granting.</p>