## **Promotion to Full Professor Timeline**

January-February

Dean's Office identifies candidates standing for promotion in the following academic year

## February-March

their case with

chairs/mentors

· Candidates begin

statements

drafting personal

(research, teaching,

service, future role)

Candidates begin

updating CVs

Candidates discuss

Solicitation of external evaluator names (department chairs submit names to APT for review)

Early April:

April

- Mid April: Chairs review candidate personal statements and help identify publications that will be part of external evaluator review packet (three published papers and one workin-progress)
- · Late April: Candidates submit external evaluator review packets to Dean's . Office
- · Late April: Dean's Office solicits external evaluators

 Early-Mid May: Dean's Office sends review packets to external evaluators

May

## • Early June: Dean's Office/APT augment external evaluator solicitations as

needed

June

- · Late June: External evaluator letters due
- · Entire month: Candidates work on Part II form and compile supporting materials as required by Provost.

Entire month: Final deadline for all evaluator letters

July

- Early-Mid July: Candidates continue to work on dossier and Part II form
- Mid-End of July: Chairs review Part II form and supporting materials with candidate(s)

## August

August 1: Deadline for submission of and Part II form and supporting materials to Dean's Office

- · August 15: Chair Reports due to APT
- Entire month: APT prepares analyses and meets to discuss promotion cases

September

October)

and prepares presentations to faculty Faculty meet with APT to deliberate and vote on cases (possibility for meetings in both September &

APT meets to discuss promotion cases

October

- APT prepares their reports for submission to Dean's Office
- Dean's Office prepares its reports for submission to Provost's Office
- Cases progress Provost's Office for review at the University level