

## 2024 - 2025 Instructor Promotion Schedule

Action	DEADLINE	Responsible Person (s)
Intent to Apply DUE to Immediate Supervisor(s)	Aug 16, 2024	Instructor candidates applying for promotion Immediate Supervisors
Notify Academic Affairs of the total number of Instructor Promotion applications	Aug. 21, 2024	Interfolio Case Managers
Candidates informed if they are eligible to submit an application. Only applies if more than 20 applications are submitted.	Aug 27, 2024	Academic Affairs will inform Case Managers who should create a Case for the candidate in Interfolio
Eligible Candidates Submit Instructor Promotion applications and docs online via Interfolio	Sept 16, 2024	Instructor Candidates
Recommendation DUE from Chair/Director/Supervisor   Submit to College/School Committee	Oct 1, 2024	Chairs, Directors, Unit Supervisors
Recommendation DUE from College/School Committee Submit to Dean	Oct 28, 2024	College/School Tenure and/or Promotion committees
Recommendation DUE from Dean   Submit to Academic Affairs	Dec. 5, 2024	Deans
University-wide T&P Committee Planning Meeting	December 2024	University-wide T&P Committee Chair
University-wide T&P Committee begins review of all candidates	January 2025	University-wide T&P Committee Chair
Last day to withdraw application from University-wide committee	March 15, 2025	Faculty/ Instructor Candidates
University-wide T&P Committee submits <i>Promotion Only</i> recommendations to Provost	April 11, 2025	University-wide T&P Committee Chair
Provost submits promotion recommendations to the President	June 2025	Academic Affairs
Promotion Notifications provided to faculty and deans	July 31, 2025	Academic Affairs
Effective date of promotions	August 2025	Academic Affairs