

Promotion Review Timelines

Dates	Initiator	Action	Reference
Before May 1	Candidate	Notifies Dean of wish to be considered for Promotion to Full Professor and provides updated CV	21.02
May 1	Dean	Forwards names and CVs of those wishing to be considered to the Provost	21.02 d)
May 15	Provost	Determines candidates' eligibility	21.02 e)
August 31	Candidate	Submits promotion documentation package	21.06
Early Fall (no set date)	Dean	Obtains letters from two internal referees	21.04 b)
	Candidate	Provides list of 4 external referees	21.04 c)
	Dean	Obtains letters from two external referees	21.04 d)
November 15	Dean	Obtains referee reports and other evaluations	21.04 j), k), l)
December 1	Dean	Provides candidate with referee reports, letters from colleagues and students and Dean's assessment <i>Candidate has until first Day of January to respond in writing</i>	21.07 a)
	Provost	Notifies candidate of TPC composition <i>Candidate has 10 Days to respond in writing</i>	21.07 c)
January (first Day)	Dean	Sends documentation to TPC	21.08
March 31	TPC	Conveys recommendation to candidate and President	21.10 a)
By April 30	President	Informs candidate and TPC of decision <i>Candidate has 10 Days to appeal, if necessary</i>	21.10 c)
July 1	N/A	Effective date of Promotion to Full Professor	21.10 f)

Day: when capitalized, this refers only to days when the University is open

Dean: Faculty Member's Dean or designate

Provost: Provost or designate

TPC: Tenure and Promotion Committee

TPAC: Tenure and Promotion Appeal Committee