

### 2022

- February Lecturers to notify Unit Head of intent to be reviewed for promotion in the upcoming year
- March Administrator sends list of candidates to Karen Roberts in the College office. Information to include candidate's name, current rank, and review level.
- March-May Candidates arrange for 1-2 classroom peer review visits
- Early May Candidates (along with their DA, if possible) attend Information Session
- Summer Candidates begin preparing their dossiers
- Review Dossier Organization of Contents
  - Create Teaching Portfolio
  - Push to publish any materials in progress
  - Update CV
  - Save files, in required folder structure, to hard drive
- Sept.-Nov. Candidates arrange for 1-2 more peer teaching reviews (must have min. 3)
- Early Dec.\* Candidates upload all dossier documents to RPT app for unit faculty review

*\*Department to post own deadline*

### 2023

- January Faculty complete their reviews of candidates
- Early Feb. Unit Head writes letters of support
- Mid-Feb. Unit Administrator insures dossiers are complete and Unit Head's letters are uploaded to RPT app by College's posted deadline of **Feb. 13, 2023**.
- Mid-April Dean sends letters to candidates notifying them of his recommendation to the Provost
- June Final decision letters from the Provost will arrive