



2024-25 Timeline for Lecturer Promotion Review

2024

- February Lecturers notify Unit Head of intent to be reviewed for promotion in the upcoming year
For **early promotion requests**, Chairs begin College approval process
- March-April 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
- Update CV using the [College format](#)
 - Create Teaching Portfolio
 - Download all forms from [CAS Lecturer Review and Promotion](#) page
 - Review closely Dossier Org. of Contents & File Naming Conventions
 - Scan to PDF all paper documents to be included
 - *The RPT app will not accept Word docs*
 - Save all files, named appropriately, to hard drive
- Sept.-Nov. Candidates work with Unit Head to arrange additional peer teaching reviews if necessary (must have minimum of 3)
- Early Dec.* Candidates upload all dossier documents to RPT app. DA notifies department faculty of availability for review. Depending on departmental practice, annual performance reviews may be added at this time or after the dossier is closed to departmental reviewers.

2025

- January Dept. faculty reviews are completed and recommendation ballots submitted to DA. DA closes the dossier to department reviewers before uploading all departmental-level confidential documents. (Chair will still have access to the dossier with Chair role.)
- Early Feb. Unit Head writes letter(s) of support
- Mid-Feb**. Unit Administrator insures dossiers are complete and Unit Head's letters are

uploaded to RPT app by College's posted February deadline

Mid-April Dean sends notification letters to candidates with recommendation to the Provost

By June 30 Final decision letters from the Provost sent to candidates with Cc to Chair

**Unit to set its own deadline*

*** College will post exact deadlines in August 2024*