

Lecturer Promotion General Timeline 2021-22

2021

- February Lecturers to notify chair and administrator of intent to be reviewed for promotion during upcoming year
- March Administrator sends list of candidates to Karen Roberts in the College office. Information to include candidate's name, Net ID, current rank, and the intended rank after promotion.
- March - May Candidates arrange for 1-2 classroom visits by peer reviewers
- 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 classroom visits by peer reviewers
- Early Dec.* Candidate uploads all dossier documents to RPT app for department faculty review

**Department to post own deadline*

2022

- January Faculty complete their reviews of candidates
- Early Feb. Chairs' letters of support written
- Mid-Feb. Department or Unit Administrator insures P&T files are complete and Chairs' letters uploaded to RPT app by College's posted deadline of Feb. 14, 2022
- Mid-April Dean sends letter to candidates notifying them of his recommendation to the Provost
- June Final decision letters from the Provost will arrive