

2023-2024 Promotion Timeline

Date/	Action
January 2023	The Office of Academic Affairs (OAA) issues a call to Engineering Program Chairs (PCs) and the Director of the Division of Arts and Sciences (DAS) for the identification of prospective promotion candidates.
March 1, 2023	Candidates are to inform their supervisors and OAA of their request to be considered for promotion.
March 30, 2023	PCs and DAS Director submit to OAA names of faculty to be reviewed for promotion.
March 2023	PCs, DAS Director, faculty, Senior Associate Dean for Faculty Development, Senior Associate Dean for Academic Affairs, and OAA staff review and discuss the Faculty Evaluations Guidelines document for recommendation for Dean's approval.
April 12, 2023	OAA releases the timeline for review on the dean's behalf and submits it to Faculty Affairs.
April 2023.	Programs and DAS complete the formation of their promotion committees and send the information to OAA.
May 1, 2023	Candidates submit dossiers.
May 2023	Lists of external reviewers are discussed and finalized/Preliminary email inquiries.
May 2023	Solicitation letters for external review letters go out. (Solicitation of internal letters may also go out at this time).
August 2023	Program and DAS committees review, discuss, create the reports-(single report on the assessment of areas of responsibility, and summary), vote, and make recommendations on cases.
September 2023	PCs and DAS Director review the cases and do their reports on their assessments and recommendations on the cases. These are added to the dossiers for college-level review.
September 2023	Formation of Dean's Advisory Committee.
September 2023	An election conducted to select two a- nominees to be presented to Faculty Affairs for consideration for the University Promotion Committee.
October 2023	The Dean's Advisory Committee reviews, discusses, votes, and makes recommendations on the cases.
November 3, 2023	OAA submits to Faculty Affairs, on behalf of the Dean, electronic copies of College Chart and candidate photos.
November 2023	Dean reviews and makes recommendations on the cases.
December 1, 2023	OAA submits complete dossiers on behalf of the dean, with recommendations on the cases, to Faculty Affairs.