2027 - 28
Professional Faculty Promotion Schedule

General Information: Non-tenure promotion is facilitated by Workflow. Please note that the dates specified in this document are hard deadlines, as the process is on an automated scheduler. Therefore, it is imperative that each step meet its specified deadline. Workflow instructions for all participants are on the FIS website.

Policy Reference: UNT Policy 06.005, Professional Faculty Track Faculty Reappointment and Promotion

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Unit Administrator Preparation:

May 03, 2027:

- Complete the VPAA-174, University Information Form, for Professional Faculty candidates going up for promotion and email to Rebecca How (r.how@unt.edu) copying your college/school dean.

- Provide candidates a list of the required unit-specific supporting documentation (outside the CV and self-evaluation narrative) and identify the preferred format, e.g., PDF, Word document, etc.

Sept 03rd: Email Rebecca How (r.how@unt.edu) the unit review committee membership, noting the chair. This information allows the FIS team to set the appropriate access parameters. **If you have this information prior to the deadline, please send it early.**

Associate Dean Preparation:

Sept 03rd: Email Rebecca How (r.how@unt.edu) your college review committee membership, noting the chair. This information allows the FIS team to set the appropriate access parameters. **If you have this information prior to the deadline, please send it early.**

Candidate Preparation:

Workflow upload window Aug 19th – September 02nd, 2027:

- Complete, current CV: The candidate uploads a CV that is formatted as specified by the unit administrator.

- Self-evaluation, personal narrative: The candidate uploads a 750-word narrative. This is the candidate's opportunity to evaluate and put into context their contributions over the specified timeframe. This evaluation may include but is not limited to: (a) goal/objective achievement, (b) course development/instruction, (c) scholarly activity, (d) community relations/service, and (e) future career direction.

- Unit tenure and promotion criteria. The candidate uploads the unit's tenure and promotion criteria.

- Results of annual evaluations: The candidate selects their annual evaluations from the drop-down box within FIS Workflow for the reporting timeframe.

- Unit-specific supporting documentation: The candidate uploads unit-specific supporting documentation, e.g., notes from students and or co-workers, portfolio documents, etc.

Workflow Recommendation Deadlines:

Sep 10th - Oct 14th: Recommendation of unit review committee, including the unit review committee vote: The unit review committee chair uploads into Workflow the unit review recommendation and any additional supporting documentation. The unit review committee chair also annotates the unit review committee vote.

Oct 15th – Nov 11th: Recommendation of unit administrator: The unit administrator uploads into Workflow their recommendation and any additional supporting documentation.

Nov 12th – Dec 16th: Recommendation of college review committee, including the college review committee vote: The college review committee chair uploads into Workflow the college review recommendation and any additional supporting documentation. The college review committee chair also annotates the college review committee vote.

Dec 17th – Jan 06th: Recommendation of dean: The dean uploads into Workflow their recommendation and any additional supporting documentation. **Professional Faculty promotion personnel actions end with the dean.**

January 2028: The dean's office notifies candidates of promotion decisions.
