**Associate to Full Professor Promotion Flowchart**

**Acronym Key:**
- UA = Unit administrator
- URC = Unit review committee
- CRC = College review committee

**STEP 1:** Candidate submission I  
DATES: 5/13 – 5/30/21  
STEP ACCESS: Candidate

**STEP 2:** Unit Administrator submits external reviewers  
DATES: 5/31 – 6/6/21  
STEP ACCESS: UA

**Step 3:** UA emails dossier to external reviewers  
DATES: 6/7 – 8/16/21  
STEP ACCESS: External Reviewer

**STEP 4:** FIS uploads SPOT  
DATES: 8/17 – 8/22/21  
STEP ACCESS: FIS

**STEP 5:** Candidate submission II  
DATE: 8/23/21 – 9/10/21  
STEP ACCESS: Candidate

**STEP 6:** FIS team adds committee membership  
DATES: 9/11 – 9/15/21  
STEP ACCESS: FIS

**STEP 7:** URC chair uploads recommendation to the UA  
DATES: 9/16 – 10/14/21  
STEP ACCESS: URC chair/members

**STEP 8:** Eligible faculty cast their reappointment vote  
DATES: 10/15 – 10/28/21  
STEP ACCESS: Eligible faculty

**STEP 9:** UA uploads recommendation to the CRC  
DATES: 10/29 – 11/11/21  
STEP ACCESS: UA

**STEP 10:** CRC chair uploads recommendation to dean  
DATES: 11/12 – 12/16/21  
STEP ACCESS: CRC chair/members

**STEP 11:** Dean uploads recommendation to the provost  
DATES: 12/17 – 1/13/22  
STEP ACCESS: Dean, dean’s executive assistant

**STEP 12:** Provost uploads recommendation to the president  
DATES: 1/14 – 3/1/22  
STEP ACCESS: Provost

**STEP 13:** University promotion decision  
DATES: 3/2 – 6/15/22  
STEP ACCESS: President

**STEP 14:** Dossier Archival  
DATE: 6/16/22  
STEP ACCESS: President

5/12/2021 rlh