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: 5/16 – 5/30/19
STEP ACCESS: Candidate

**STEP 2**: Workflow maintenance
DATE: 5/31/19
STEP ACCESS: FIS team

**STEP 3**: UA emails dossier to external reviewers
DATES: 6/1 – 6/8/19
STEP ACCESS: UA

**STEP 4**: FIS Team uploads SPOT data
DATES: 6/9 – 8/15/19
STEP ACCESS: FIS team

**STEP 5**: Candidate submission II
DATES: 8/16 – 8/30/19
STEP ACCESS: Candidate

**STEP 6**: Workflow maintenance
DATE: 8/31/19
STEP ACCESS: FIS team

**STEP 7**: UA uploads external reviewer information and letters
DATES: 9/1 – 9/10/2019
STEP ACCESS: UA

**STEP 8**: FIS team adds committee membership
DATES: 9/11 – 9/15/19
STEP ACCESS: FIS team

**STEP 9**: URC chair uploads recommendation to the UA
DATES: 9/16 – 10/15/19
STEP ACCESS: URC chair/members

**STEP 10**: UA uploads recommendation to the CRC
DATES: 10/16 – 11/15/19
STEP ACCESS: UA

**STEP 11**: CRC chair uploads recommendation to dean
DATES: 11/16 – 12/15/19
STEP ACCESS: CRC chair/members

**STEP 12**: Dean uploads recommendation to the provost
DATES: 12/16 – 1/15/20
STEP ACCESS: Dean, dean’s executive assistant

**STEP 13**: Provost uploads recommendation to the president
DATES: 1/16 – 3/1/20
STEP ACCESS: Provost, provost’s executive assistant

**STEP 14**: University promotion decision
DATES: 3/2 – 6/15/20
STEP ACCESS: President

**STEP 15**: Dossier Archival
DATE: 6/16/20

4/15/2019