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 uploads external reviewer data and sends 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 reviews  
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 the UA  
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

3/13/19