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: 5/11 – 5/30/20
  - STEP ACCESS: Candidate

- **STEP 2:** Workflow maintenance
  - DATE: 5/31/2020
  - STEP ACCESS: FIS team

- **STEP 3:** UA emails dossier to external reviewers
  - DATES: 6/1 – 6/8/20
  - STEP ACCESS: UA

- **STEP 4:** FIS Team uploads SPOT data
  - DATES: 6/9 – 8/16/20
  - STEP ACCESS: FIS team

- **STEP 5:** Candidate submission II
  - DATES: 8/17 – 8/30/20
  - STEP ACCESS: Candidate

- **STEP 6:** Workflow maintenance
  - DATE: 8/31/2019
  - STEP ACCESS: FIS team

- **STEP 7:** UA uploads external reviewer information and letters
  - DATES: 9/1 – 9/10/2020
  - STEP ACCESS: UA

- **STEP 8:** FIS team adds committee membership
  - DATES: 9/11 – 9/15/20
  - STEP ACCESS: FIS team

- **STEP 9:** URC chair uploads recommendation to the UA
  - DATES: 9/16 – 10/15/20
  - STEP ACCESS: URC chair/members

- **STEP 10:** UA uploads recommendation to the CRC
  - DATES: 10/16 – 11/15/20
  - STEP ACCESS: UA

- **STEP 11:** CRC chair uploads recommendation to the dean
  - DATES: 11/16 – 12/15/20
  - STEP ACCESS: CRC chair/members

- **STEP 12:** Dean uploads recommendation to the provost
  - DATES: 12/16 – 1/15/21
  - STEP ACCESS: Dean, dean’s executive assistant

- **STEP 13:** Provost uploads recommendation to the president
  - DATES: 1/16 – 3/1/21
  - STEP ACCESS: Provost, provost’s executive assistant

- **STEP 14:** University promotion decision
  - DATES: 3/2 – 6/15/21
  - STEP ACCESS: President

- **STEP 15:** Dossier Archival
  - DATE: 6/16/21
  - STEP ACCESS: Provost, provost’s executive assistant

2/12/2020 rlh