Non-tenured Faculty Promotion Flowchart

**STEP 1**: Candidate submission
DATES: 8/16 – 8/30/19
STEP ACCESS: Candidate

**STEP 2**: FIS Team uploads SPOT data and committee membership
DATES: 8/31 – 9/15/19
STEP ACCESS: FIS Team

**STEP 3**: URC chair uploads recommendation to the UA
DATES: 9/16 – 10/15/19
STEP ACCESS: URC chair/members

**STEP 4**: UA uploads recommendation to the CRC
DATES: 10/16 – 11/15/19
STEP ACCESS: UA

**STEP 5**: CRC chair uploads recommendation to dean
DATES: 11/16 – 12/15/19
STEP ACCESS: CRC chair/members

**STEP 6**: Dean uploads final promotion decision letter
DATES: 12/16 – 1/15/20
STEP ACCESS: Dean, dean’s executive assistant

**STEP 7**: Dossier Archival
DATE: 1/16/20

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