Non-tenured Faculty Promotion Flowchart

**STEP 1**: Candidate submission  
DATES: 8/19 – 8/31/21  
STEP ACCESS: Candidate

**STEP 2**: FIS Team uploads SPOT data and committee membership  
DATES: 9/1 – 9/16/21  
STEP ACCESS: FIS Team

**STEP 3**: URC chair uploads recommendation to the UA  
DATES: 9/17 – 10/14/21  
STEP ACCESS: URC chair/members

**STEP 4**: UA uploads recommendation to the CRC  
DATES: 10/15 – 11/11/21  
STEP ACCESS: UA

**STEP 5**: CRC chair uploads recommendation to dean  
DATES: 11/12 – 12/16/21  
STEP ACCESS: CRC chair/members

**STEP 6**: Dean uploads final promotion decision letter  
DATES: 12/17 – 1/13/22  
STEP ACCESS: Dean, dean’s executive assistant

**STEP 7**: Dossier Archival  
DATE: 1/14/22

**Acronym Key:**

UA = Unit administrator  
URC = Unit review committee  
CRC = College review committee