Non-tenured Faculty Promotion Flowchart

**STEP 1: Candidate submission**
DATES: 8/18 – 8/31/22
STEP ACCESS: Candidate

**STEP 2: FIS Team uploads SPOT data and committee membership**
DATES: 9/1 – 9/15/22
STEP ACCESS: FIS Team

**STEP 3: URC chair uploads recommendation to the UA**
DATES: 9/16 – 10/13/22
STEP ACCESS: URC chair/members

**STEP 4: UA uploads recommendation to the CRC**
DATES: 10/14 – 11/10/22
STEP ACCESS: UA

**STEP 5: CRC chair uploads recommendation to dean**
DATES: 11/11 – 12/15/22
STEP ACCESS: CRC chair/members

**STEP 6: Dean uploads final promotion decision letter**
DATES: 12/16 – 1/12/23
STEP ACCESS: Dean, dean’s executive assistant

**STEP 7: Dossier Archival**
DATE: 1/13/23

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

Department Chair submit the VPAA 174 to Faculty Information Systems
Faculty.info@unt.edu
May 1, 2023