Associate to Full Professor Promotion Flowchart

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
March 1, 2024

STEP 1: Candidate submission I
DATES: 5/16 – 5/30/2024
STEP ACCESS: Candidate

Step 2: Unit Administrator submits external reviewers
Dates: 5/31 – 6/13/2024
STEP ACCESS: UA

Step 3: UA submits dossier to external reviewers
DATES: 5/31 – 8/15/2024
STEP ACCESS: External Reviewer

STEP 4: FIS uploads SPOT
DATES: 8/16 – 8/22/2024
STEP ACCESS: FIS

STEP 5: Candidate submission II
DATE: 8/23 – 9/05/2024
STEP ACCESS: Candidate

STEP 6: FIS team adds committee membership
DATES: 9/06 – 9/12/2024
STEP ACCESS: FIS

STEP 7: URC chair uploads recommendation to the UA
DATES: 9/13 – 10/10/2024
STEP ACCESS: URC chair/members

STEP 8: UA uploads recommendation to the CRC
DATES: 10/11 – 11/07/2024
STEP ACCESS: UA

STEP 9: CRC chair uploads recommendation to dean
DATES: 11/08 – 12/12/2024
STEP ACCESS: CRC chair/members

STEP 10: Dean uploads recommendation to the provost
DATES: 12/13 – 1/09/2025
STEP ACCESS: Dean

STEP 11: Provost uploads recommendation to the president
DATES: 1/10 – 3/13/2025
STEP ACCESS: Provost

STEP 12: University promotion decision
DATES: 3/14 – 6/12/2025
STEP ACCESS: President

STEP 13: Dossier Archival
DATE: 6/13/2025

12/7/2023 rlh