Associate to Full Professor Promotion Flowchart

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

Acronym Key:

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

12/7/2023 rlh