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