

2023-2024 Instructor Promotion Application Timetable

All Instructor Promotion applications and reviews will be online through Archivum.

| Timeframe (Deadlines in BOLD) | Performed by | Task | Notes |
|---|-------------------------------|---|---|
| Friday, January 12, 2024 (10:00 AM – 12:00 PM) | CAS Office of Faculty Affairs | <ul style="list-style-type: none"> Hold the Instructor Promotion Workshop (via Microsoft Teams) | |
| Wednesday, January 17, 2024 | Candidate | <ul style="list-style-type: none"> Send <u>Statement of Intention to Apply</u> to College Liaison | After submission of Statement of Intention to Apply, candidates will be identified for Archivum online applications |
| January 18 – Friday, January 26, 2024 | Department Liaison | <ul style="list-style-type: none"> Complete “Annual Assignments” Complete “Annual Evaluations” Identify T&P Dept Chair | <ul style="list-style-type: none"> - Enter the candidate’s Annual Assignments and upload their Annual Evaluations. - Department Chair does not have access to the applications until their name is added to the membership group. |
| January 18 – Friday, January 26, 2024 | Candidate | <ul style="list-style-type: none"> Complete Teaching section & check “Mark as Ready” for Summary of Teaching Complete Research section & check “Mark as Ready” for Analysis of Publications | |

