

**Application for Promotion (Non-Tenured Specialized Faculty):**

**Deadlines and Process Overview for 2025-2026 Campus Review**

The process of applying for promotion begins well in advance of the formal review process. The School works with the candidate early in the year prior to review to ensure that external referees and internal evaluators base their work on as thorough and clear a presentation of the candidate’s record as possible. Once the dossier enters the formal, College review process in March 2026, the candidate will hear no news of the case until the case concludes with a negative recommendation at any level, or a positive recommendation at the campus level. The following expectations and deadlines guide this process. 60% teaching | 20% research | 20% service.

 Spring 2025 Launch of process with candidate, Associate Director and Director.

 Begin thinking about primary & contributing authors for internal reviews.

 Discussion of external reviewers

 Identification and arrangement of evaluators for at least four classroom visits. Teaching Observations to be sent directly to Audra Weinstein by the evaluators.

 Candidates begin preparing dossiers in Communication 26 format using the template provided by the Provost <https://provost.illinois.edu/policies/provosts-communications/communication-26-promotion-to-teaching-research-or-clinical-associate-or-full-professor-titles/>

 Spring 2025 Classroom visits begin, with at least two classroom visits, one each semester, to be completed by November 15, 2025. Program Chair assigns classroom evaluators in consultation with faculty member.

 August 2025 Dossier, along with review materials (syllabi, assignments, student work, etc.) in Communication 26 format due to School. Send a copy to Director, Associate Director and Audra Weinstein.

 Early September 2025 Classroom visits continue

 September 2025 A list of 8-10 potential external reviewers (must be full Professors), including short biographies, due to Director, Associate Director, and Audra Weinstein.

 School returns dossier to candidate with suggested revisions (if applicable).

 Candidate submits names of internal reviewers. Associate Director will confirm their willingness to write a review.

 September/October 2025 Candidate meets with internal reviewers and provide a copy of their dossier with appropriate statements. Include teaching observations and ICES scores for teaching reviewer.

 January 2 2026 Final revisions due to Director.

 Internal and external reviews due to Director.

 January/February 2026 Unit-level P&T committees review cases.

 February 2026 If needed, final edits made to dossier.

 Dossiers due to college for review and vote by the college committee.

 April 2026 Dean’s recommendation referred to Provost for approval.