College of Fine and Applied Arts

TENURE TRACK FACULTY PROMOTION TIMELINE

Resource documents for Faculty and UEOs can be found here

Provost Communication #9

Blue = Unit **Green=Faculty Candidate** **Orange = College**

January 15
List of ALL candidates being considered for P+T next AY due to College. (**Assistant to Associate, Associate to Full**, Specialized Faculty Promotions, and Third-Year Reviews).
Email to faa-dean@illinois.edu

February 1
Draft list of external evaluators due to college
Email to faa-dean@illinois.edu

February 10
List external evaluators returned back to unit with comments

February 15
Faculty candidate completes Candidate Information Form in Interfolio RPT system and provides Comm9 outline to college for formatting check. **Email to faa-dean@illinois.edu**

February 15
Promotion case created in Interfolio RPT by Dean's office

Mid-Late February
Interfolio RPT training for faculty candidates, UEOs and Assistants

March 1
Unit confirms willingness of external evaluators to serve

March 1
College returns suggested revisions to candidate on dossier

April 1
Faculty uploads materials to the Interfolio RPT system

April 15
College reviews cases in the Interfolio RPT to ensure materials are complete and any weblinks work

May 1
Unit sends dossier out to external evaluators via the Interfolio RPT system

May 15
Unit completes and uploads internal evaluations

May 30
(Optional) Internal evaluations shared with college for feedback. **Email to faa-dean@illinois.edu**

July 1
(Optional) College returns feedback on the internal evaluations (cases for next AY)

August 1
External evaluation letters due back to the unit

September 1
Candidate makes final updates to dossier and uploads **FINAL** version into Interfolio RPT

September 15
Unit meets to review and vote on cases

October 1
Unit advances cases to the college via Interfolio RPT

Early October
UEO notifies candidate(s) of case status: forwarded to college or denial and discusses appeal process

Late October
College P+T Committee meets to review cases and vote

December 15
Cases due to the Provost Office

Mid-December
College notifies candidate(s) of case status: forwarded to campus or denied. For cases denied at the college level, Dean and UEO meet with candidate and discuss appeal process.

February – May
Cases are reviewed by Campus P+T Committee

Mid-May
Notification of Promotion from Provost Office to Dean's office. Dean's office shares information with UEOs.

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