

2023-2024 PROMOTIONS CYCLE TIMELINE		
DATE	ITEM	FORM
September 11, 2023	Dean announces the timeline for the academic year	N/A
October 2, 2023	Statement of Intent	Letter to Department Chair (on paper and electronically)
October 9, 2022	Confirmation of Intent from the Departments Chair to the A & P Chair and instructions provided	Electronic communication from A & P Chair to the candidate and Department Chair
November 6, 2022	Candidate(s) provides a list of 3-5 potential external reviewers	Short paragraph of the common relationship by electronic communication to A&P Committee Chair, including names and complete contact information (Name, academic affiliation, physical address, e-mail address, office, and cell telephone numbers)
December 11, 2022	Portfolio due to Department Chair	One paper copy in three-ring binders plus electronic version as a single PDF file with bookmarks
January 8, 2023	Portfolio due to the A & P committee	One paper copy in three-ring binders plus electronic version as a single PDF file with bookmarks
January 15, 2023*	Portfolio due to the External Reviewers	Electronic version as a single PDF file with bookmarks (secure sight for review)
February 19, 2023	Portfolio review due to the A & P Committee from the External Reviewers	
March 25, 2023	A & P Candidate(s) report due to the Dean	
April 22, 2023	Final determination by Dean	Letter from the Dean to the candidate(s)
May 6, 2023	Appeal (if applicable)	Letter to the President (on paper and electronically)
June 10, 2023	Final decision by President	Letter from President to the candidate
July 1, 2023	Promotions granted effective	N/A