

## Rank and Promotion Timeline

Date(s)*	Action
<b>Stage 1: Preparation of E-Portfolio by Candidate</b>	
May 31	Candidate notifies Dean of Libraries of intent to self-nominate for promotion
Spring and Summer	Candidate's preparation of e-portfolio
August 21	Candidate submits e-portfolio
<b>Stage 2: Review of E-Portfolio by Department Head (if one exists)</b>	
August 21 – September 20	Review and evaluation by the Department Head
September 21	Department Head submits evaluation to accompany e-portfolio
<b>Stage 3a: Review of E-Portfolio at Library Level (if there is no Department Level Review)</b>	
August 21- September 20	Review and evaluation by the Promotion Committee
September 21	Recommendation of the Promotion Committee submitted to the Dean of Libraries
September 21 – November 14	Review and evaluation by the Dean of Libraries
November 15	Recommendation of the Dean of Libraries submitted to the Provost
<b>Stage 3b: Review of E-Portfolio at Library Level (if there is a Department Level Review)</b>	
September 21- October 31	Review and evaluation by the Promotion Committee
November 1	Recommendation of the Promotion Committee submitted to the Dean of
November 1-14	Review and evaluation by the Dean of Libraries
November 15	Recommendation of the Dean of Libraries submitted to the Provost
<b>Stage 4: Review of E-Portfolio at the University Level (if candidate appeals decision at Library Level)</b>	
November 15-21	Candidate receiving unfavorable recommendation from the Promotion Committee and/or Dean of Libraries assembles appeal materials, if appropriate
November 22	Candidate's appeal materials due to the Provost
November 22- February (date depends on Board of Regents due dates)	Review and evaluation of appeal materials and portfolio by the Provost
February (date depends on Board of Regents due dates)	If candidate receives an unfavorable recommendation from the Provost, then they may assemble appeal materials and submit them to the President
November 15	Recommendation of the Dean of Libraries that is favorable to the candidate is submitted to the Provost
February (date depends on Board of Regents due dates)	The Provost's recommendations on promotion are forwarded to the President
TBA (date depends on Board of Regents due dates)	The President's recommendations on promotion are forwarded to the Board of Regents

\*If the dates listed fall on weekends or holidays the actual date will be the next business day. Dates are subject to change based on the requirements of the Provost, the President, and the Board of Regents.