

# 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
<b>Friday, January 12, 2024</b> (10:00 AM – 12:00 PM)	CAS Office of Faculty Affairs	<ul style="list-style-type: none"> <li>Hold the Instructor Promotion Workshop (via Microsoft Teams)</li> </ul>	
<b>Wednesday, January 17, 2024</b>	Candidate	<ul style="list-style-type: none"> <li>Send <u>Statement of Intention to Apply</u> to College Liaison</li> </ul>	After submission of Statement of Intention to Apply, candidates will be identified for Archivum online applications
January 18 – <b>Friday, January 26, 2024</b>	Department Liaison	<ul style="list-style-type: none"> <li>Complete “Annual Assignments”</li> <li>Complete “Annual Evaluations”</li> <li>Identify T&amp;P Dept Chair</li> </ul>	<ul style="list-style-type: none"> <li>- Enter the candidate’s Annual Assignments and upload their Annual Evaluations.</li> <li>- Department Chair does not have access to the applications until their name is added to the membership group.</li> </ul>
January 18 – <b>Friday, January 26, 2024</b>	Candidate	<ul style="list-style-type: none"> <li>Complete Teaching section &amp; check “Mark as Ready” for Summary of Teaching</li> <li>Complete Research section &amp; check “Mark as Ready” for Analysis of Publications (if no Research assignment, enter “N/A”)</li> </ul>	The “Mark as Ready” action sends an <b>automated email message</b> to Department Chair that the application is ready for their Summary/Analysis
As soon as Chair receives the <b>email</b> – <b>Friday, February 2, 2024</b>	Department Chair	<ul style="list-style-type: none"> <li>Submit Summary of Teaching</li> <li>Submit Analysis of Publications (if no Research assignment, enter “N/A”)</li> <li>DocuSign</li> </ul>	The application cannot move forward without submission of Summary/Analysis & must be <u>DocuSigned</u> by Department Chair.
As soon as all items above are complete – <b>Monday, February 5, 2024</b>	Candidate	<ul style="list-style-type: none"> <li>Click “Submit for Quality Review” button</li> </ul>	This sends the entire application to College Liaison for Quality Review (QR) to review for completeness
As soon as Candidate submits for QR (or sooner) – <b>Friday, February 9, 2024</b>	Department Liaison	Identify <ul style="list-style-type: none"> <li>T&amp;P Committee Chair</li> <li>T&amp;P Viewers (Committee Members)</li> </ul>	No one has access to the applications until their names are added to the membership groups.
As soon as Candidate submits for QR – <b>Thursday, February 8, 2024</b>	College Liaison	<ul style="list-style-type: none"> <li>Confer on any changes or additions needed with Candidate &amp; Department Liaison</li> <li>Send an <b>approval email</b> to Candidate</li> </ul>	Without approval, candidate cannot click “Submit Application” button
As soon as Candidate receives <b>approval email</b> – <b>Friday, February 9, 2024</b>	Candidate	<ul style="list-style-type: none"> <li>Submit &amp; DocuSign Application</li> </ul>	Only upon Candidate’s official submission, Department Committee & Department Chair Reviews will begin

## 2023-2024 Instructor Promotion Application Timetable (Cont.)

Timeframe (Deadlines in BOLD)	Performed by	Task	Notes
February 12 – <b>Friday, February 16, 2024</b>	Department Committee Review	<ul style="list-style-type: none"> <li>• Committee review Applications</li> <li>• Committee Chair must upload Narratives &amp; DocuSign</li> </ul>	Committee Chair must upload Narratives & DocuSign by 5:00pm
As soon as Department Committee’s Review is complete	Candidate	<ul style="list-style-type: none"> <li>• Respond to Department Committee’s Review</li> </ul>	Candidates have five (5) days to respond. If no response, it will automatically go to the Department Chair after 5 days.
As soon as Candidate responds or after 5 days without response – <b>Friday, March 1, 2024</b>	Department Chair	<ul style="list-style-type: none"> <li>• Review Applications</li> <li>• Upload Narratives</li> <li>• DocuSign</li> </ul>	Department Chair must upload narratives & DocuSign by 5:00pm
As soon as Department Chair’s Review is complete	Candidate	<ul style="list-style-type: none"> <li>• Respond to Department Chair’s Review</li> </ul>	Candidates have five (5) days to respond. If no response, it will automatically go to the College Committee after 5 days.
March 11 – <b>Friday, March 29, 2024</b>	College T&P Committee	College T&P Committee Review	
As soon as College Committee’s Review is complete	Candidate	<ul style="list-style-type: none"> <li>• Respond to College Committee’s Review</li> </ul>	Candidates have five (5) days to respond. If no response, it will automatically go to the Regional Chancellor or Dean after 5 days.
April 4 – <b>Tuesday, April 9, 2024</b>	Regional Chancellor	Regional Chancellor’s Review for Candidates on St. Petersburg or Sarasota campus	
As soon as Regional Chancellor’s Review is complete	Candidate on St. Petersburg or Sarasota campus	<ul style="list-style-type: none"> <li>• Respond to Regional Chancellor’s Review</li> </ul>	Candidates have five (5) days to respond. If no response, it will automatically go to the Dean after 5 days.
April 4 – <b>Friday, April 12, 2024</b>	College Dean	Dean’s Review (time frame inclusive of Regional Chancellor’s Review)	
Monday, April 15, 2024	College Dean	Recommendations due to Provost	