

College of Behavioral and Community Sciences
Promotion Timeline for Assistant/Associate/Full Professors of Instruction or
Assistant/Associate/Senior Instructors
2024 – 2025

Please review the promotion and/or tenure document for steps that are relevant to your path.
https://www.usf.edu/cbcs/about-cbcs/intranet/faculty-resources/tenure_promotion/index.aspx

All faculty will submit applications in the Faculty Information System (FIS) in Archivum. Please check the CBCS Tenure and Promotion Website for application preparation and any additional forms to be submitted via Archivum. To enroll in the Faculty Information System Training use this link:
<https://usflearn.instructure.com/enroll/GGFJK4>

	Due Date
Chairs and Directors send names of candidates to Associate Dean	February 12, 2024
Candidate applications opened in Archivum	February 13, 2024
Promotion Workshop Microsoft Teams	March 20, 1-2 PM or March 27, 3-4 PM
Candidates work with Chairs/Directors to prepare application materials	Spring
Chairs/Directors add Teaching and Research (upload statement if not applicable) sections	Summer
Candidates ensure that all tables are correct and all cells in all relevant tables are complete	
Department/School staff ensure general data, assigned duties, annual evaluations, and courses taught are correct in Archivum	
Applications ready for Quality Review	August 12, 2024 **FIRM Deadline**
Required Quality Review by Dean's Office NOTE: Applications will NOT advance to Department Review without the Quality Review	August 12-23, 2024
Department/School Committee Review	August 26-Sept. 16, 2024
Department Chair/School Director Review	Sept. 17 – Oct. 11, 2024
Applications due in Dean's Office	Oct. 11, 2024
College Committee Review and Evaluation	Oct. 14 – Nov. 4, 2024
Regional Chancellor Evaluation (Sarasota-Manatee and St. Petersburg campus faculty)	Nov. 5– Nov. 15, 2024
Dean Evaluation	Nov. 5-Dec. 6, 2024
Candidates final review of evaluative comments	Dec. 9 – Dec. 20, 2024