

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
Friday, January 12, 2024 (10:00 AM – 12:00 PM)	CAS Office of Faculty Affairs	<ul style="list-style-type: none"> Hold the Instructor Promotion Workshop (via Microsoft Teams) 	
Wednesday, January 17, 2024	Candidate	<ul style="list-style-type: none"> Send <u>Statement of Intention to Apply</u> to College Liaison 	After submission of Statement of Intention to Apply, candidates will be identified for Archivum online applications
January 18 – Friday, January 26, 2024	Department Liaison	<ul style="list-style-type: none"> Complete “Annual Assignments” Complete “Annual Evaluations” Identify T&P Dept Chair 	<ul style="list-style-type: none"> - Enter the candidate’s Annual Assignments and upload their Annual Evaluations. - Department Chair does not have access to the applications until their name is added to the membership group.
January 18 – Friday, January 26, 2024	Candidate	<ul style="list-style-type: none"> Complete Teaching section & check “Mark as Ready” for Summary of Teaching Complete Research section & check “Mark as Ready” for Analysis of Publications 	

