**Rank and Promotion Timeline**

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| Date(s)\* | Action |
| **Stage 1: Preparation of E-Portfolio by Candidate** |
| 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 |
| **Stage 2: Review of E-Portfolio by Department Head (if one exists)** |
| August 21 – September 20 | Review and evaluation by the Department Head |
| September 21 | Department Head submits evaluation to accompany e-portfolio |
| **Stage 3a: Review of E-Portfolio at Library Level (if there is no Department Level Review)** |
| 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 |
| **Stage 3b: Review of E-Portfolio at Library Level (if there is a Department Level Review)** |
| September 21- October 31 | Review and evaluation by the Promotion Committee |
| November 1 | Recommendation of the Promotion Committee submitted to the Dean ofLibraries |
| November 1-14 | Review and evaluation by the Dean of Libraries |
| November 15 | Recommendation of the Dean of Libraries submitted to the Provost |
| **Stage 4: Review of E-Portfolio at the University Level (if candidate appeals decision at Library Level)** |
| 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.