

## PROMOTION SCHEDULE

Academic Unit: [Deadline set by College Dean](#), the **Academic Unit** must forward copies of each promotion file to the Dean's Office according to procedures determined by the Dean.

Dean: [By January 29, 2019](#), the **Dean** forwards **one (1) copy of the electronic dossier** and **one (1) hard copy** of each promotion file and recommendation to the Provost. The Dean also forwards the Summary Chart to the Provost's Office. The Dean notifies the candidate and the candidate's chair of the Dean's recommendation.

Provost: [By March 18, 2019](#), the **Provost** forwards recommendations to the President and notifies candidate, candidate's chair, and the Dean of the Provost's recommendation.