

Appendix B

Timeline for Promotion Process for Specialized Faculty in FCRR

**Note: dates should be considered tentative and are subject to change pending the timeline and summary of dates issued annually by the Office of Faculty Development and Advancement. The FCRR Human Resources manager will provide an updated timeline during the relevant review cycle.*

Date	Event
Month of March	Specialized faculty promotion memo posted by the Office of Faculty Development and Advancement
March/April	Specialized faculty promotion Q&A sessions offered by the Office of Faculty Development and Advancement
June 1	Specialized faculty member declares intent to seek promotion to the FCRR Human Resources Manager
August 1	FCRR Human Resources Manager forms the Promotion Committee for Specialized Faculty
August 15	FCRR Human Resources Manager submits complete promotion binder to members of the Promotion Committee for review. <i>Note: only complete binders will be submitted to the committee for review.</i>
September 10	Promotion Committee for Specialized Faculty submits recommendation letter to the FCRR Human Resources Manager
September 15	FCRR Human Resources Manager submits complete promotion binder with letter of recommendation from the Promotion Committee to the Director for review
October 1	Director submits recommendation letter to the FCRR Human Resources Manager
5 working days after October 1	The candidate may submit a response to the Director's letter within 5 working days after the Director's letter is submitted. This faculty response letter is optional. If submitted, the FCRR Human Resources Manager will attach it to the candidate's promotion binder.
Month of October	FCRR Human Resources Manager submits the required summary of actions and complete promotion binders to the Office of the Vice President of Faculty Development and Advancement
Following Spring semester	President will notify candidate in writing of final action (with a copy to the Director)