

2024-2025 Instructor Promotion Application Timetable

All Instructor Promotion applications and reviews will be online through Archivum.

Timeframe (Deadlines in BOLD)	Performed by	Task	Notes
Friday, November 8, 2024 (10:00 AM – 11:30AM)	CAS Office of Faculty Affairs	Hold the Instructor Promotion Workshop (via Microsoft Teams)	
Tuesday, November 12, 2024	College Liaison	Candidates will be identified for Archivum online applications	
As soon as candidate completes <i>Integrity Statement</i> – Friday, November 22, 2024	Department Liaison	<ul style="list-style-type: none"> Review/Upload “Annual Assignments” Review/Upload “Annual Evaluations” Identify T&P Dept Chair 	<ul style="list-style-type: none"> - Review/upload the candidate’s Annual Assignments and their Annual Evaluations - Department Chair does not have access to the applications until their name is added to the membership group
As soon as candidate completes <i>Integrity Statement</i> – Wednesday, November 27, 2024	Candidate	<ul style="list-style-type: none"> Complete TEACHING section & check “Mark as Ready” for Summary of Teaching If applicable, complete RESEARCH section & check “Mark as Ready” for Analysis of Publications (if no Research assignment, enter “N/A”) 	The “Mark as Ready” action sends an automated email message to Department Chair that the application is ready for their Summary/Analysis
As soon as Chair receives the email – Wednesday, December 11, 2024	Department Chair	<ul style="list-style-type: none"> Submit Summary of Teaching Submit Analysis of Publications (if no Research assignment, enter “N/A”) DocuSign 	The application cannot move forward without submission of Summary/Analysis & must be <u>DocuSigned</u> by Department Chair
As soon as all items above are complete – Friday, December 13, 2024	Candidate	<ul style="list-style-type: none"> Click “Submit for Quality Review” button 	This sends the entire application to College Liaison for Quality Review (QR) to review for completeness
As soon as Candidate submits for QR (or sooner) – Friday, December 20, 2024	Department Liaison	Identify <ul style="list-style-type: none"> T&P Committee Chair T&P Viewers (Committee Members and/or departmental faculty) 	No one has access to the applications until their names are added to the membership groups.
As soon as Candidate submits for QR – Friday, December 20, 2024	College Liaison	<ul style="list-style-type: none"> Confer on any changes or additions needed with Candidate & Department Liaison Send an approval email to Candidate 	Without approval, candidate cannot click “Submit & Sign” button
USF WINTER BREAK (DECEMBER 23, 2024 – JANUARY 3, 2025)			

2024-2025 Instructor Promotion Application Timetable (cont.)

Timeframe (Deadlines in BOLD)	Performed by	Task	Notes
As soon as Candidate receives approval email - Tuesday, January 7, 2025	Candidate	OFFICIAL SUBMISSION • Submit & DocuSign Application	Only upon Candidate's official submission, Department Committee Review will begin
Wednesday, January 8 - Friday, January 24, 2025	Department Committee Review	• Committee review application • Committee Chair must upload Narrative & DocuSign	Committee Chair must upload narrative & <u>DocuSign</u> by 5:00pm
As soon as Department Committee's Review is complete	Candidate	• Respond to Department Committee's Review	Candidates have five (5) days to respond. If no response, it will automatically go to the Department Chair after 5 days.
As soon as Candidate responds or after 5 days without response - Friday, February 14, 2025	Department Chair	• Review Application • Upload narrative & DocuSign	Department Chair must upload narrative & <u>DocuSign</u> by 5:00pm
As soon as Department Chair's Review is complete	Candidate	• Respond to Department Chair's Review	Candidates have five (5) days to respond. If no response, it will automatically go to the College Committee after 5 days.
Monday, February 24 - Friday, March 21, 2025	College T&P Committee	College Instructor Promotion Committee Review	
As soon as College Committee's Review is complete	Candidate	• Respond to College Committee's Review	Candidates have five (5) days to respond. If no response, it will automatically go to the Regional Chancellor or Dean after 5 days.
Monday, March 31 - Monday, April 4, 2025	Regional Chancellor	Regional Chancellor's Review for Candidates on St. Petersburg or Sarasota-Manatee campus	
As soon as Regional Chancellor's Review is complete	Candidate on STP or SAR campus	• Respond to Regional Chancellor's Review	Candidates have five (5) days to respond. If no response, it will automatically go to the Dean after 5 days.
Monday, March 31 - Monday, April 21, 2025	College Dean	Dean's Review (time frame inclusive of Regional Chancellor's Review)	
Monday, April 21, 2025 by 5pm	Recommendations due to Provost		
Beginning to mid-May	Promotion letters to candidates from Provost Office		
August 7, 2025	Approved promotions become effective		