



**College of Information Science Promotion Review Timeline 2026 – 2027
Career Track Faculty**

Guide to the Career-Track Promotion Process

The 2026-2027 release is coming soon, and an update will be sent with the links.

ACTION ITEMS TO BE COMPLETED BY:	DESCRIPTION OF TASK	DEADLINE FOR SUBMITTAL
Faculty Candidate	The candidate must confirm with the Associate Dean of Faculty Affairs their intention to submit a Promotion and Tenure dossier for formal review.	3/27/26
Associate Dean of Faculty Affairs / Faculty Affairs Coordinator	Schedule at least two peer reviews of teaching for inclusion in the dossier.	4/01/26
Faculty Candidate	Prepare a list of collaborators and submit it to the Associate Dean of FA and the FA Coordinator.	4/10/26
Faculty Affairs Coordinator	Create a promotion case in RPT.	4/13/26
Dean	Appoint a College Faculty Status Committee for each faculty candidate.	4/17/26
Faculty Candidate	The candidate prepares the CV, Work Impact Statement, and Candidate Statement sections of the promotion dossier and works with the Faculty Affairs Coordinator to upload the dossier to RPT.	7/01/26
Faculty Candidate	The candidate prepares a Teaching Portfolio along with the remaining portions of the promotion dossier and coordinates with the Faculty Affairs Coordinator to upload it to RPT.	8/01/26
Faculty Status Committee (FSC)	The FSC reviews the dossier and submits its report and recommendation in RPT. The completed dossier is then delivered to the College Dean.	10/05/26
Dean	The College Dean reviews the dossier and FSC recommendation, then submits their letter and recommendation to the Provost via RPT.	11/27/26

Faculty Affairs Coordinator/ Dean	Dossiers are due in the Office of the Provost.	12/11/26
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