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**Promotion Evaluation for Lecturers and Faculty of Practice Procedural Form**

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| **DUE DATE** | **REQUISITE SIGNATURES and AFFIRMED DATES** | **EVENT** | **#** |
| Time of hire | Candidate / Date  Department Chair / Date | University and School of Engineering promotion policies provided electronically to the candidate | **1** |
| May 15 | Candidate / Date | Confirm that the number and scope of evaluations received (including annual performance review, peer review of teaching and first comprehensive review) was in accordance with SOE policy. | **2** |
| June 30 | Candidate / Date  Department Chair / Date | Candidate submits application portfolio to Department Chair. | **3** |
| August 19 | DFDC Chair / Date  Department Chair / Date | Department Chair delivers candidate’s application portfolio to Department Faculty Development Committee. | **4** |
| September 1 | DFDC Chair  Department Chair / Date | Department Faculty Development Committee submits written review and recommendation to the Department Chair. | **5** |
| September 10 | Department Chair / Date | Department Chair calls a meeting of eligible voting faculty – faculty vote by secret ballot and vote recorded. | **6** |
| September 15 | Department Chair / Date | Department Chair provides independent evaluation of faculty and updates Candidate’s application portfolio with reviews. | **7** |
| September 23 | Candidate / Date  Department Chair / Date | Candidate can review application portfolio including all evaluations and recommendations and provide a written reponse. | **8** |
| September 25 | Department Chair or Director / Date  Associate Dean / Date | Candidate’s application portfolio is submitted to the Associate Dean for Faculty and Staff Development by the Department Chair. | **9** |

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| **DATE** | **REQUISITE SIGNATURES and AFFIRMED DATES** | **EVENT** | **#** |
| September 30 | SFDC Chair / Date  Associate Dean / Date | Associate Dean for Faculty and Staff Development submits candidate’s application portfolio to School Faculty Development Committe **including this *Procedural Form* completed through line 10.** | **10** |
| November 30 | SFDC Chair / Date  Associate Dean / Date | The School Faculty Development Committee provides its written evaluation and recommendations to the Associate Dean for Faculty and Staff Development, with signatures from all committee members. | **11** |
| December 14 | Candidate / Date  Dean, School of Engineering / Date | The Dean reviews candidate’s application portfolio and recommendations to date and informs the candidate and Chair in writing of their decision on promotion. | **12** |
| December 14 | Dean, School of Engineering / Date | The Dean informs in writing the School Faculty Development Committee of their recommendation after confirming that the candidate and their Department Chair have been informed. | **13** |
| December 21 | Candidate / Date  Others / Date | Candidate provides a written response if desired. | **14** |
| January 1 | Dean, School of Engineering / Date | The Dean provides their recommendation, and submits the candidates application portfolio to the Provost **and includes this Procedural Form completed through line 16.** | **15** |
| January 1 | Candidate / Date  Dean, School of Engineering / Date | Dean provides a copy to the candidate, their Department Chair, and the School Faculty Development Committee of their final recommendations to the Provost. | **16** |

**Item 21 marks the end of the formal *Procedural Form* required by the University P&T Policy**

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| **DATE\*** | **RESPONSIBLE PARTY** | **EVENT** |
| January 15 | Candidate & Others | Rebuttals and other written responses due to the Provost |
| January 30 | Provost | Provost makes recommendations to the President and informs the candidate in writing of their decisions |
| February 15 | Candidate & Others | Final rebuttals and other written responses due to the Provost |
| By the time contracts are issued for the next academic year | President | Final administrative authority rests with the President. Each candidate will be informed in writing of the President’s decision |
| 8/16 of next academic year | University | Promotion becomes effective for successful applicants |

**\*Tasks are to be completred no later than the first business day following the date specified**

**Procedural Form Signatures Page**

This *Procedural Form* itemizes the promotion steps that are to be followed. As steps are completed, each of the responsible persons must provide their initials, indicating that steps were completed in accordance with the approved policy. The dates on which steps were completed must also be indicated. The first time any of the parties responsible for one or more of the indicated steps is asked to provide their initials, they must also print and sign their names below, and provide reference initials.

Notice that on several occasions (as indicated on the preceding pages of this form) each candidate must be provided an opportunity to acknowledge receipt of required written documentation and indicate the date on which it was received. A candidate’s signature or initials will not be taken to indicate agreement with feedback or recommendations at any given point.

**Candidate:**

**Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Initials \_\_\_\_\_\_\_\_\_\_\_**

**Department Chair Director:**

**Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Initials \_\_\_\_\_\_\_\_\_\_\_**

**Department Faculty Development Committee Chair (DFDC Chair):**

**Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Initials \_\_\_\_\_\_\_\_\_\_\_**

**School Faculty Development Committee Chair (SFDC Chair):**

**Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Initials \_\_\_\_\_\_\_\_\_\_\_**

**School of Engineering Dean:**

**Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Initials \_\_\_\_\_\_\_\_\_\_\_**

**School of Engineering Associate Dean for Faculty and Staff Development:**

**Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Initials \_\_\_\_\_\_\_\_\_\_\_**