

Group	2018-2019 Academic Year Calendar for Promotion	Promotion
Chairs	Department chairs submit memo that 1) declares recommendation intent for all reviews - independent or participate in peer review committee; and 2) certifies election of department committee members.	9/7/2018
Individual Faculty Member	Faculty Eligible to apply for Promotion submit in writing (memo or email) to department if not applying for promotion during AY2018-19 (see CBA 14.3)	9/7/2018
	Last day to notify faculty of material being added to their PAF (Hold 5 calendar days before placing in PAF)	10/8/2018
Individual Faculty Member	Candidates: submit files to Department before due date to allow for additions from PAF	10/15/2018
	Personnel Action File (PAF), Working Personnel Action File (WPAF) and Range Elevation - Applications close at 5:00 p.m.	10/19/2018
Dept and Chairs	Department Committee and Department Chair deadline for recommendation to Candidates	11/20/2018
Individual Faculty Member	10-day period for candidate response (Calendar Days)	10-DAY OPTIONAL RESPONSE PERIOD
Chairs	Department level recommendations & candidates WPAF forwarded to School/College Committees and Deans by 5:00 p.m.	12/3/2018
School/ College	School/College Committee recommendation to candidates	2/1/2019
Dean	Dean deadline, recommendation to candidates	2/1/2019
Individual Faculty Member	10-day period for candidate response	10-DAY OPTIONAL RESPONSE PERIOD
Dean	School/College level recommendations and WPAF forwarded to Provost (or UBRTTP if negative or no recommendation) by 5:00 p.m.	2/11/2019
UBRTTP	UBRTTP deadline, recommendations to candidates	3/15/2019
Individual Faculty Member	10-day period for candidate response	10-DAY OPTIONAL RESPONSE PERIOD
UBRTTP	UBRTTP recommendations and WPAF forwarded to Provost	3/25/2019
Provost	Provost's decisions sent to candidates	6/15/2019