

Timeline - Promotion to Full Professor

January 15 submission to the Adjudicating Committee

- File preparation begins May of the preceding academic year (allows 7 months for file preparation)
- File must reach Adjudicating Committee by January 15 to be considered between January and March and move to review by March 15 – in this case the promotion will be effective July 1
- File must move forward to Review Committee by March 15. If file is not received by Review Committee by March 15, then the effective date of the promotion will be January 1 of the next calendar year
- Review Committee considers file during March-May period
- President's decision rendered after Review Committee recommendation, and normally on or before June 30
- Effective date for promotion is July 1

May 15 submission to the Adjudicating Committee

- File preparation begins November (just after the T&P files have been adjudicated, allowing 6 months for file preparation)
- File must reach Adjudicating Committee by May 15 to be considered between June and September and move to review by October 1 – in this case the promotion will be effective January 1 of the next calendar year
- File must move forward to Review Committee by October 1. If file is not received by Review Committee by October 1, then the effective date of the promotion will be July 1
- Review Committee considers file during October 1 – November 30 period
- President's decision rendered after Review Committee recommendation, and normally on or before December 31
- Effective date for promotion is January 1