



Costello College of Business

Term Promotion Consideration Schedule – AY25

Term Promotion

Key Dates are as follows:

Task	Due Date
1. Dean's office provides names of term faculty who are eligible for promotion (faculty who have served five years of service in the current rank, per the Faculty Handbook) to Area Chairs.	Tuesday, May 21 st
2. Area Chairs reach out to eligible faculty to find out who is interested in proceeding.	Tuesday, May 21 st
3. Area Chair submits names of faculty who will proceed with Term Rank Promotion case and confirms Area level committee. Term Promotion Committee (TPC) provides 2 nd level committee names.	Thursday, May 28 th
4. Dean's Office (Kevin Ford) provides information to faculty members and Area Chairs on what materials are needed and creates Interfolio case for faculty members.	Friday, June 7 th
5. Interfolio training information is sent to faculty and committee members.	By Friday, June 14 th
6. Faculty Member uploads electronic documentation package to Interfolio. Dean's office (Kevin Ford) forwards Interfolio case to Area committee so their review can begin..	Friday, August 30 th
7. Dean's office (Kevin Ford) forwards Interfolio case to Area committee so their review can begin.	By Wednesday, September 4 th
8. Area committee recommendation sent to faculty member and Dean's Office. Faculty member is given one week to decide whether to continue.	Wednesday, September 18 th
9. Faculty member(s) informs Area Chair and Dean's office (Kevin Ford) if they wish to continue to seek promotion. If faculty member elects to continue, the area recommendation is saved to their Interfolio case for Term Promotion committee review. TPC is notified their review can begin in Interfolio.	Wednesday, September 25 th
10. TPC recommendation sent to faculty member and Dean's Office. Faculty member is given one week to decide whether to continue.	Wednesday, October 9 th
11. Faculty member(s) informs TPC chair and Dean's office (Kevin Ford) if they wish to continue to seek promotion. If faculty member elects to continue, the area recommendation is saved to their Interfolio case for Dean review. Dean is notified their review can begin in Interfolio.	Wednesday, October 16 th
12. Dean's office will submit completed Interfolio casebook that includes Area and Term Promotion committee recommendation letters as well as the Dean level recommendation for Provost review.	Friday, November 1 st
13. Provost informs faculty member on promotion decision.	Friday, December 13 th