

Clinical Promotion Timeline
College of Education and Human Development

RESPONSIBLE PARTIES	TASK	
Departments	Departments elect 1 representative to ACCFP and forward names to Dean's office designee (Gaby NcNicoll)	March
Department chairs	The department chairs notify the Dean and the chair of FAC of the result of the above.	March
Chair of FAC	The chair of FAC convenes ACCFP. The purpose of the initial meeting is to elect a chair of ACCFP, review the promotion document	March
Dean	The Dean notifies faculty of their eligibility for consideration for promotion	March 30
ACCFP and Dean	Informational session(s) for faculty eligible for promotion	April
Clinical Faculty eligible for promotion	Candidate notifies in writing to the department chair and the Dean of the intent to be considered for promotion	May 1
Candidates for promotion	Last day for candidate to submit dossier as one document for formal consideration by email to Dean's office designee (Glenda Haliburton)	Friday of the first week in September
Dean	Access to candidate's file granted to department promotion committee, department chair, and college promotion committee	Early September
Department promotion committee	Recommendations with rationale due to department chair and respective candidates from the department promotion committee. A copy is sent to the dean's office designee (Glenda Haliburton) and to the candidate.	October 15
Department chair	Recommendations with rationale due to the ACCFP from the department chair, along with the recommendation from the department promotion committee. A copy is sent to the dean's office designee (Glenda Haliburton) and to the candidate.	November 15
ACCFP	ACCFP meets to consider and evaluate candidates.	December 1
Chair of ACCFP	ACCFP chair submits report of promotion recommendations with rationale to the dean. A copy is sent to the dean's office designee (Glenda Haliburton) and to the candidate	February 1
Dean	Dean's recommendations due to Provost/Academic Vice President and respective candidates.	March 9