Appendix B
Timeline for Promotion Process for Specialized Faculty in FCRR

*Note: dates should be considered tentative and are subject to change pending the timeline and summary of dates issued annually by the Office of Faculty Development and Advancement. The FCRR Human Resources manager will provide an updated timeline during the relevant review cycle.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>Month of March</td>
<td>Specialized faculty promotion memo posted by the Office of Faculty Development and Advancement</td>
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<td>March/April</td>
<td>Specialized faculty promotion Q&amp;A sessions offered by the Office of Faculty Development and Advancement</td>
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<td>June 1</td>
<td>Specialized faculty member declares intent to seek promotion to the FCRR Human Resources Manager</td>
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<td>August 1</td>
<td>FCRR Human Resources Manager forms the Promotion Committee for Specialized Faculty</td>
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<td>August 15</td>
<td>FCRR Human Resources Manager submits complete promotion binder to members of the Promotion Committee for review. <em>Note: only complete binders will be submitted to the committee for review.</em></td>
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<td>September 10</td>
<td>Promotion Committee for Specialized Faculty submits recommendation letter to the FCRR Human Resources Manager</td>
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<td>September 15</td>
<td>FCRR Human Resources Manager submits complete promotion binder with letter of recommendation from the Promotion Committee to the Director for review</td>
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<tr>
<td>October 1</td>
<td>Director submits recommendation letter to the FCRR Human Resources Manager</td>
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<td>5 working days after October 1</td>
<td>The candidate may submit a response to the Director’s letter within 5 working days after the Director’s letter is submitted. This faculty response letter is optional. If submitted, the FCRR Human Resources Manager will attach it to the candidate’s promotion binder.</td>
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<tr>
<td>Month of October</td>
<td>FCRR Human Resources Manager submits the required summary of actions and complete promotion binders to the Office of the Vice President of Faculty Development and Advancement</td>
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<td>Following Spring semester</td>
<td>President will notify candidate in writing of final action (with a copy to the Director</td>
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