

**SEMESTER TIMETABLE FOR PROMOTION CYCLES IN THE  
ACADEMIC ADVISOR'S CAREER LADDER PROGRAM**

(revised 09/1/2009)

Summer/Fall	<p>The Chair of the Peer Review Committee informs the Provost or designee of the vacancies on the Committee and identifies the schools/colleges from which new members may be appointed. The Provost or designee appoints new members to the Peer Review Committee for a three-year term.</p> <p>The Advisors Caucus sends a list of all Academic Advisors III to the Provost or designee.</p>
September	Call for Promotions issued by the Provost or designee.
Nov 16	Application dossiers due (submit to the Chair of the Peer Review Committee).
Nov/Dec	Dossiers reviewed by Peer Review Committee.
Mid Jan	Notification of outcomes (promotions and denials) by the Chair of the Peer Review Committee (sent to the candidate, supervisor, Dean).
Late Jan	Provost appoints Appeals Committee as needed.
+ 10 days	Notification of appeal due (from candidate to Provost).
March 1	Reclassification forms due to Office of Human Resources (HR-34 form and justification packet prepared by Deans Offices).
Jun 1	Human Resources and Dean finalize promotion and salary enhancement on HR-35.
Oct 1	Promotion in title and salary in effect.