

COLLEGE OF EDUCATION PROCEDURE

Title: Promotion for Instructional, Research, and Clinical Faculty

Number: 02-1-01

Functional Area: Academic and Faculty Affairs

Effective: April 1, 2025
Supersedes: All previous

Approved by: Interim Dean Joe Wehrman
Date Approved: April 8, 2025

Responsible Office: Academic and Faculty Affairs
Primary Contact: Associate Dean for Academic and Faculty Affairs

Applies to: College of Education Instructional, Research, and Clinical Faculty

A. INTRODUCTION

This procedure pertains to the promotion of Instructional, Research, and Clinical faculty members and outlines the general responsibilities, procedures, and timelines for the promotion process. Related criteria are presented in a separate document. The specified dates for the process are subject to revision to align with submission deadlines and calendar dates within the Dean's office. This timeline aligns with that used for promotion and tenure of tenure-track faculty. Any changes in deadlines will be communicated as soon as possible. Note, this document will be adjusted to be aligned with any changes to campus policy 200-001.

B. GENERAL TIMELINE

- **By the end of February:** The Dean's designee will notify faculty, in writing, of their eligibility for promotion review.
- **By the third Wednesday of March:** Faculty members notify the Dean and their department chair in writing of intent to be reviewed for promotion.
- **Second Wednesday in April:** Department chairs provide recommendations of individuals willing to serve on Primary Unit Evaluation Committees (PUEC) to the Dean. Department chairs must confirm with recommended PUEC members that they are willing to serve.
- **First Friday in July:** Watermark accounts should be available for faculty members.
- **Third Friday in September:** Faculty members will load the full dossier and all other documents into Watermark.
- **First Monday in October:** Dean's designee checks that all documents have been successfully uploaded and are available for PUEC review.
- **Last Monday in October:** PUEC chair completes and submits letters in Watermark.
- **First Monday in December:** Department chair completes work and submits letters to the Dean in Watermark.
- **End of January:** Dean completes reviews and submits letters in Watermark.

C. FULL DOSSIERS

The review process will be fully contained within Watermark, including the creation of the full dossiers by faculty members, reviews by PUEC and department chairs, and the inclusion of letters by all reviewers.

Dossier contents must be organized into four separate PDF documents: (1) executive summary statement, (2) curriculum vitae, (3) teaching statement and documentation, and (4) service and leadership statement and documentation. Each PDF document should include bookmarked sections to allow for ease of navigation for reviewers.

- **Third Friday of September:** Faculty members upload and submit full-dossiers and other documents in Watermark.

D. DEPARTMENT CHAIR RESPONSIBILITIES

- **By end of first month of first semester of service:** Provide and discuss with all new IRC faculty members the applicable CU System, UCCS Campus, and College of Education criteria and procedures for promotion. Review letter of offer and timeline for promotion.
- **Second Wednesday in April:** Provide recommendations of individuals willing to serve on Primary Unit Evaluation Committees (PUEC) to the Dean.
- **First Monday in December:** Complete work and submit letters to the Dean in Watermark.

E. PRIMARY UNIT EVALUATION COMMITTEE (PUEC) RESPONSIBILITIES

- **Beginning the First Monday in October:** Review full dossiers in Watermark.
- **By Last Monday in October:** Write and load signed committee letters into Watermark.

F. DEAN'S DESIGNEE RESPONSIBILITIES

- **By the end of February:** Notify faculty, in writing, of their eligibility for promotion review.
- **By first Friday in July:** Create accounts and workflows in Watermark:
 - 1) Allowing the faculty members to upload required documents; and
 - 2) Enabling each member of the PEUC to review the dossier.
- **After the third Friday in September:** Upload faculty members' LOOs into Watermark.
- **End of October – January:** Coordinate with PUEC Chair, Department Chair, and Dean to secure signatures on required documents using AdobeSign.
- **Late Spring:** Dean's designee will notify the faculty members, in writing, of the promotion decision and provide the faculty member copies of the letters from the PUEC, the department chair, and the Dean. In the event of not being approved for promotion, the faculty member will be advised of a timeline and guidance to reapply. In the event of approval, the candidate will be notified by the Human Resource Liaison (HRL) of the effective date of the promotion and provided updated salary information.

G. DEAN'S RESPONSIBILITIES

- **Between First Monday in December and end of January:** Review full dossiers.
- **By the end of January:** Write and load signed letters into Watermark.

Notes

1. History:
 - Initial procedure approval July 9, 2019, by Dean Valerie Martin Conley
 - Revised/approved April 8, 2025, by Interim Dean Joe Wehrman
2. Cross References/Appendices:
 - [UCCS Campus Policy Reappointment, Promotion, and Tenure 200-001](#)
 - IRC Promotion Criteria