

Promotion Timeline



Developmental Research School
at the University of Florida

Note to P.K. Yonge faculty: The following timeline is strongly encouraged to support a complete, persuasive, and timely application for promotion. The final date by which you can declare your intent in writing to the Director to apply for promotion is July 1 st .		
Who	Activity	Month
Director	Promotion Information Meeting	October
Candidate	Participate in PKY Peer Review	November
Candidate	Submit DRAFT of Promotion Packet to Director	January 1 st
Candidate	Provide List of Reviewers and Compile 5 Samples of Work	1 st week of February
Director	Feedback from Director	Last week in January
Candidate	Revisions to Packet	February
Director	Invite External Reviewers	1 st week of March
Candidate	Promotion Materials Ready for Distribution to Reviewers	March 15 th
Reviewers	External Letters DUE	May 1 st – Aug. 15 th
Candidate	Prepare final packet to align with TEMPLATE in OPT System	May – August 15
Candidate	Complete Final Edits to Promotion Packet	August 1 st
COE Associate Dean	Meet with HR rep and candidate to review promotion packet for final edits	1 st week in September
Candidate	Upload and Certify Packets	Mid-September
Faculty	Meeting to Discuss Candidates for Promotion	1 st week of October
Faculty	Faculty vote 24 hours after meeting	1 st week of October
Director	Director writes and uploads letter for promotion w/in 5 days	End of 2 nd week of October

P.K. Yonge faculty are creative, dedicated, collaborative practitioner scholars who design, test, and disseminate innovations that support the academic, social, emotional, and behavioral success of every student.

1080 SW 11th Street Gainesville, FL 32601

P: 352.392.1554 ■ F: 352.392.9559 ■ pk Yonge.ufl.edu