<table>
<thead>
<tr>
<th>MONTH</th>
<th>FACULTY</th>
<th>DOM Chair’s Office</th>
<th>CHM</th>
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| APRIL | • Attend RPT Workshop (third Thursday of the month) | • Host RPT Workshop  
• Update RPT memos and templates  
• Create promotion log | • Participate in RPT Workshop |
| MAY   | • Receive call for intention from DOM Chair’s office | • CALL FOR INTENTION first working day in May  
• Accept intentions, respond with required document info due first working day in July | |
| JUNE  | • **INTENT DUE** first working day in June | • Send list of intentions to CHM  
• Update promotion log | |
| JULY  | • CV, ESSAY, & LIST OF REFEREES DUE first working day in July  
• Assemble promotion packet | • Ask DOM Chair for external referees  
• Solicit letters of support from referees  
• Respond to faculty with information about deadline, packet formatting, etc. | |
| AUGUST| • Assemble promotion packet | • Send reminders to faculty and referees  
• Notify DOM RPT Committee of candidates  
• Schedule DOM RPT meetings in October | |
| SEPTEMBER | • **PROMOTION PACKET DUE** to DOM Chair’s office by **9/15** | • Letters of support due first working day in September  
• 9/15 - 9/30 Review and format packets as needed (insert letters, bookmark, remove duplicates, etc.), return to faculty for final approval, upload to DOM RPT D2L | |
| OCTOBER| | • DOM RPT Committee meets to review packets, make recommendations  
• Notify faculty not recommended for promotion, invite to confer | |
| NOVEMBER | • Opportunity to confer with RPT Committee/DOM Chair 11/1 – 11/15 (if needed) | • 11/15 DOM RPT Committee sends recommendation letters to Department Chairperson  
• 11/15-12/7 Department Chairperson completes packets | |
| DECEMBER| | • Upload final packets to CHM RPT D2L by 12/20 (before holiday) | |
| JANUARY| | • Start planning for RPT Workshop  
• Review final packets | |
| JUNE  | • Receive notice of promotion status | | • Announce promotion outcomes |