

PROMOTION AND TENURE PROCESS TIMELINE

(This timeline should be used as a guide in preparing department/college timelines. The only mandatory deadline is the date by when the dossier must be completed by the college and Faculty Affairs is notified.

****That date is bolded below.)**

| Task | Timeline |
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| Annual Review | Years 1 and 2 |
| Mandatory Review | Year 3 |
| Annual Review | Years 4 and 5 |
| Chair engages candidate in discussion of preparation for P&T review | Early Fall Semester of Year 5 prior to the mandatory P&T review year |
| Candidate begins to prepare dossier for external review and internal review | Early Spring Semester prior to the mandatory P&T review year |
| University P&T Guidelines are distributed to deans and department chairs | May 1st |
| Dean provides university, college and department guidelines along with college and department timelines to Faculty who will undergo mandatory reviews; Dean submits electronic face sheets for mandatory promotion and tenure candidates | Second Monday in May |
| According to the procedures outlined in the university guidelines for identifying external reviewers, Chair identifies external reviewers and secures their agreement to participate in the external review | Late May/Early June |
| Candidate submits CV and representative works, and those are sent to external reviewers | May-June |
| Candidate completes and submits electronic dossier for on-campus reviews | Mid-August |
| External reviewers return their reviews | August |
| Department P&T Committee and Chair complete independent reviews; candidate has opportunity to respond at each step (e.g., reconsideration must occur before end of September) | End of September |
| College P&T Committee completes review; candidate has opportunity to respond (e.g., reconsideration must occur before late October-early November) | Late October—Early November |
| Dean completes review; candidate has opportunity to respond (e.g., reconsideration must occur before the end of November) | November |
| Dean completes candidate dossier and informs Faculty Affairs | ** December 3, 2018 |
| University P&T Committee organizational meeting | After last class day of Fall Semester |
| University P&T Committee forwards recommendation to the Provost; candidate has opportunity to respond (e.g., reconsideration must occur before the end of February) | End of February |
| Provost makes recommendation to the Chancellor/President; candidate has opportunity to respond (e.g., reconsideration must occur before mid-April) | Mid-April |
| Candidate notified of P&T decision by Chancellor/President | End of May |
| Promotion and Tenure decision becomes effective | September 1st |