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 the dossier must be completed by the college and Faculty Affairs is notified.

**That date is bolded below.)

Mandatory Pre-Tenure Review (3 rd year review) Annual Performance Review Chair engages candidate in discussion of preparation for P&T review Early Fall Semester of Year prior to the mandatory P&T review year Candidate begins to prepare dossier for external review and internal review Early Spring Semester prior the mandatory P&T review year Early Spring Semester prior the mandatory P&T review year Early Spring Semester prior the mandatory P&T review year University P&T Guidelines are distributed to deans and department chairs Dean provides university, college and department guidelines along with college and department immelines to Faculty who will undergo mandatory reviews, P&T College representative submits electronic face sheets for mandatory promotion and tenure candidates 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 reviewer. Candidate submits CV and representative works, and those are sent to external reviewers Candidate completes and submits electronic dossier for on-campus reviews External reviewers return their reviews August Department P&T Committee and Chair complete independent reviews; candidate has poportunity to respond at each step (e.g., reconsideration must occur before end of September) College P&T Committee completes review; candidate has opportunity to respond (e.g., reconsideration must occur before late October—early November) Dean completes review; candidate has opportunity to respond (e.g., reconsideration must occur before late October—early November) Dean completes candidate dossier and informs Faculty Affairs **December 1, 2023 After last class day of Fall Semester University P&T Committee organizational meeting After last class day of Fall Semester University P&T Committee organizational meeting End of February December 1, 2023 After last class day of Fall Semester	Task	Timeline
Annual Performance Review Chair engages candidate in discussion of preparation for P&T review Chair engages candidate in discussion of preparation for P&T review Candidate begins to prepare dossier for external review and internal review Early Spring Semester prior the mandatory P&T review year Candidate begins to prepare dossier for external review and internal review Early Spring Semester prior the mandatory P&T review y University P&T Guidelines are distributed to deans and department chairs Dean provides university, college and department guidelines along with college and department timelines to Faculty who will undergo mandatory reviews; P&T College representative submits electronic face sheets for mandatory providens, P&T college representative submits electronic part of the procedures outlined in the university guidelines for identifying external reviewers, Chair identifies external reviewers and secures their agreement to participate in the external reviewers and secures their agreement to participate in the external reviewers and submits electronic dossier for on-campus reviews Candidate completes and submits electronic dossier for on-campus reviews 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) College P&T Committee completes review; candidate has opportunity to respond (e.g., reconsideration must occur before late October-early November) Dean completes review; candidate has opportunity to respond (e.g., reconsideration must occur before the end of November) Dean completes candidate dossier and informs Faculty Affairs ** December 1, 2023 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) Provost makes recommendation to the Chancellor/President; candidate h	Annual Performance Review	Years 1 and 2
Chair engages candidate in discussion of preparation for P&T review Candidate begins to prepare dossier for external review and internal review Candidate begins to prepare dossier for external review and internal review Candidate begins to prepare dossier for external review and internal review Candidate begins to prepare dossier for external review and internal review Candidate begins to prepare dossier for external review and internal review Candidate begins to prepare dossier for external review and internal review Candidate submits (Vandiege and department guidelines along with college and department timelines to Faculty who will undergo mandatory reviews; P&T College representative submits electronic face sheets for mandatory promotion and tenure candidates electronic face sheets for mandatory promotion and tenure candidates 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 reviewers and secures their agreement to participate in the external reviewers and submits electronic dossier for on-campus reviews Candidate completes and submits electronic dossier for on-campus reviews Candidate completes and submits electronic dossier for on-campus reviews Candidate completes and chair complete independent reviews; candidate has opportunity to respond (e.g., reconsideration must occur before end of September) College P&T Committee completes review; candidate has opportunity to respond (e.g., reconsideration must occur before late October-early November) Dean completes review; candidate has opportunity to respond (e.g., reconsideration must occur before the end of November) Dean completes candidate dossier and informs Faculty Affairs ** December 1, 2023 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) Pro	Mandatory Pre-Tenure Review (3 rd year review)	Year 3
Candidate begins to prepare dossier for external review and internal review Early Spring Semester prior the mandatory P&T review year University P&T Guidelines are distributed to deans and department chairs Dean provides university, college and department guidelines along with college and department timelines to Faculty who will undergo mandatory reviews; P&T College representative submits electronic face sheets for mandatory promotion and tenure candidates 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 reviewers. According to the procedures outlined in the university guidelines for identifying external reviewers. According to the procedures outlined in the university guidelines for identifying external reviewers. According to the procedures outlined in the university guidelines for identifying external reviewers. According to the procedures outlined in the university guidelines for identifying external reviewers. According to the procedures outlined in the university guidelines for identifying external reviewers. According to the procedures outlined in the university guidelines for identifying external reviewers. May-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 August External reviewers return their reviews August End of September College P&T Committee and Chair complete independent reviews; candidate has opportunity to respond (e.g., reconsideration must occur before late October—Early November) College P&T Committee completes review; candidate has opportunity to respond (e.g., reconsideration must occur before late October—Early November Dean completes candidate dossier and informs Faculty Affairs University P&T Committee forwards recommendation to the Provost; candidate has opportunity to respond (e.g., reconsid	Annual Performance Review	Years 4 and 5
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timelines to Faculty who will undergo mandatory reviews; P&T College representative submits electronic face sheets for mandatory promotion and tenure candidates 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 Candidate submits CV and representative works, and those are sent to external reviewers Mid-August External reviewers return their 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) College P&T Committee completes review; candidate has opportunity to respond (e.g., reconsideration must occur before late October—Early November) Dean completes review; candidate has opportunity to respond (e.g., reconsideration must occur before the end of November) Dean completes candidate dossier and informs Faculty Affairs ** December 1, 2023 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) Provost makes recommendation to the Chancellor/President; candidate has opportunity to Mid-April Candidate notified of P&T decision by Chancellor/President End of May	University P&T Guidelines are distributed to deans and department chairs	June 1 st
reviewers, Chair identifies external reviewers and secures their agreement to participate in the external review 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) College P&T Committee completes review; candidate has opportunity to respond (e.g., reconsideration must occur before late October-early November) Dean completes review; candidate has opportunity to respond (e.g., reconsideration must occur before the end of November) Dean completes candidate dossier and informs Faculty Affairs ** December 1, 2023 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) Provost makes recommendation to the Chancellor/President; candidate has opportunity to mid-April Candidate notified of P&T decision by Chancellor/President End of May	Dean provides university, college and department guidelines along with college and department timelines to Faculty who will undergo mandatory reviews; P&T College representative submits electronic face sheets for mandatory promotion and tenure candidates	Mid-June
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) College P&T Committee completes review; candidate has opportunity to respond (e.g., reconsideration must occur before 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 1, 2023 University P&T Committee organizational meeting University P&T Committee forwards recommendation to the Provost; candidate has opportunity to respond (e.g., reconsideration must occur before the end of February) Provost makes recommendation to the Chancellor/President; candidate has opportunity to respond (e.g., reconsideration must occur before mid-April) Candidate notified of P&T decision by Chancellor/President End of 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
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) College P&T Committee completes review; candidate has opportunity to respond (e.g., reconsideration must occur before 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 1, 2023 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) Provost makes recommendation to the Chancellor/President; candidate has opportunity to respond (e.g., reconsideration must occur before mid-April) Candidate notified of P&T decision by Chancellor/President End of May	Candidate submits CV and representative works, and those are sent to external reviewers	May-June
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College P&T Committee completes review; candidate has opportunity to respond (e.g., reconsideration must occur before late October—Early Rovember) Dean completes review; candidate has opportunity to respond (e.g., reconsideration must occur before late October-early November) Dean completes review; candidate has opportunity to respond (e.g., reconsideration must occur before the end of November) November Pean completes candidate dossier and informs Faculty Affairs White 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) Provost makes recommendation to the Chancellor/President; candidate has opportunity to respond (e.g., reconsideration must occur before mid-April) Candidate notified of P&T decision by Chancellor/President End of May	External reviewers return their reviews	August
Dean completes review; candidate has opportunity to respond (e.g., reconsideration must occur before the end of November) November Pean completes candidate dossier and informs Faculty Affairs Pean completes candidate dossier and informs Faculty Affairs 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) Provost makes recommendation to the Chancellor/President; candidate has opportunity to respond (e.g., reconsideration must occur before mid-April) Candidate notified of P&T decision by Chancellor/President End of May	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
Dean completes candidate dossier and informs Faculty Affairs ** December 1, 2023 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) Provost makes recommendation to the Chancellor/President; candidate has opportunity to respond (e.g., reconsideration must occur before mid-April) Candidate notified of P&T decision by Chancellor/President End of May	College P&T Committee completes review; candidate has opportunity to respond (e.g., reconsideration must occur before late October-early November)	•
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University P&T Committee forwards recommendation to the Provost; candidate has opportunity to respond (e.g., reconsideration must occur before the end of February) Provost makes recommendation to the Chancellor/President; candidate has opportunity to respond (e.g., reconsideration must occur before mid-April) Candidate notified of P&T decision by Chancellor/President End of May	Dean completes candidate dossier and informs Faculty Affairs	** December 1, 2023
to respond (e.g., reconsideration must occur before the end of February) Provost makes recommendation to the Chancellor/President; candidate has opportunity to respond (e.g., reconsideration must occur before mid-April) Candidate notified of P&T decision by Chancellor/President End of May	University P&T Committee organizational meeting	
respond (e.g., reconsideration must occur before mid-April) Candidate notified of P&T decision by Chancellor/President End of May	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
Promotion and Tenure decision becomes effective Sentember 1st	Candidate notified of P&T decision by Chancellor/President	End of May
September 13t	Promotion and Tenure decision becomes effective	September 1st

