

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
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 1, 2017
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