# P&T – Tenure Track & APT Faculty

## 2022 -2023 Timeline

**September 2022 – November 2023**

*NOTE: dates subject to adjustment pending VPFA schedule changes*

## Due Date | Action
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**September 2022** | **CEHD Associate Dean for Faculty Affairs**: Conduct a Workshop on Promotion/Promotion and Tenure process

**October 3, 2022** | **Department Heads**
- Provide a list of upcoming candidate’s promotion or promotion and tenure to Associate Dean for Faculty Affairs.
- Begin soliciting potential external reviewer names from candidates and compiling a second list of potential reviewers from higher-ranked faculty in candidate’s program and/or the same field of study

**Candidate**: Begin drafting/revising candidate statement, updating the vitae, and identifying sample publications and other materials as appropriate (see candidate checklist).

**December 2, 2022** | **Candidate**: Submits draft dossier and external review list to Department Head.

**January 9, 2023** | **Department Heads**: Identify initial pool of external reviewers from peer institutions that reflects a balance of names from the candidate and names from the faculty in his/her program/discipline.
- **IMPORTANT**: Candidates should not have any contact with potential external reviewers to inquire about their willingness to write a letter.

**Faculty Mentors**: Conduct a feedback review for candidate’s dossier to assist the candidate in preparing a compelling dossier before sending out for external review.

**January 27, 2023** | **Departments** must submit in Interfolio, for each candidate the following:
- College Chart (just with your department info)
- Faculty Bio
- Faculty Tenure Table
- Faculty Summary Data Table
- Faculty Grants Chart

**March 6, 2023**
**March 31, 2023** | **Department Heads**:
- Contact identified external reviewers and request participation.
- Send candidate’s P&T materials to external reviewers.

**August 1, 2023** | External review letters due to department.

**September 8, 2023** | **P&T Review Committee**: P&T committee review letters submitted to Interfolio. (Meeting date should be set up a year in advance).

**September 22, 2023** | **Department Heads**
- Conduct review of each candidate’s dossier, external letters, and departmental P&T Committee letters and write DH evaluations to Dean
- Forward each candidate’s Interfolio case/dossier (including departmental P&T Committee evaluations, DH evaluation, and cover sheet) to Associate Dean for college level reviews. (Use submission guidelines from the college.)

**September 25 – September 29, 2023** | **Faculty Affairs Office**: Reviews dossiers for compliance with University T&P Guidelines; returns to Departments to make corrections

**October 13, 2023** | **College Review Committee**: Submit committee letters reporting vote, recommendation, and rationale to Associate Dean for Faculty Affairs.

**October 20, 2023** | **College Review Committee**: Recommendation forwarded to Dean through Associate Dean for Faculty Affairs.

**November 10, 2023** | **Dean**: Notifies DH of each candidate’s recommendation and submits the recommendation to VPFA using Interfolio