



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
September 2022	CEHD Associate Dean for Faculty Affairs: Conduct a Workshop on Promotion/Promotion and Tenure process
October 3, 2022	<p>Department Heads</p> <ul style="list-style-type: none"> 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 <p>Candidate: Begin drafting/revising candidate statement, updating the vitae, and identifying sample publications and other materials as appropriate (see candidate checklist).</p>
December 2, 2022	Candidate: Submits draft dossier and external review list to Department Head.
January 9, 2023	<p>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.</p> <ul style="list-style-type: none"> IMPORTANT: Candidates should not have any contact with potential external reviewers to inquire about their willingness to write a letter. <p>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.</p>
January 27, 2023	
February 13, 2023	<p>Departments must submit in Interfolio, for each candidate the following:</p> <ul style="list-style-type: none"> 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	<p>Department Heads:</p> <ul style="list-style-type: none"> 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	<p>Department Heads</p> <ul style="list-style-type: none"> 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