

P&T – Tenure Track & APT Faculty
2019 -2020 Timeline
September 2019 – November 2020

Due Date	Action
September 14, 2019	Associate Dean for Faculty Affairs: Conduct a Workshop on Promotion/Promotion and Tenure process
October 1, 2019	Department Heads <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 Candidate: Begin drafting/revising candidate statement, updating the vitae, and identifying sample publications and other materials as appropriate (see candidate checklist).
December 3, 2019	Candidate: Submits draft dossier and external review list to Department Head.
January 31, 2020	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. <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&T Review Committee: Conduct a feedback review for candidate's dossier to assist the candidate in preparing a compelling dossier before sending out for external review.
January 31, 2020	
February 15, 2020	Departments must submit, for each candidate the following documents to Faculty Affairs office <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 9, 2020	Department Heads:
March 30, 2020	<ul style="list-style-type: none"> • Contact identified external reviewers and request participation. • Send candidate's P&T materials to external reviewers.
August 3, 2020	External review letters due to department.
September 14, 2020	P&T Review Committee: P&T committee review letters submitted to department. (Meeting date should be set up a year in advance).
September 28, 2020	Department Heads <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 full 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 27 – October 4, 2020	Faculty Affairs Office: Reviews dossiers for compliance with 2019-20
	University T&P Guidelines ; returns to Departments to make corrections
October 09, 2020	College Review Committee: Submit committee letters reporting vote, recommendation and rationale to Associate Dean for Faculty Affairs.
October 30, 2020	College Review Committee: Recommendation forwarded to Dean through Associate Dean for Faculty Affairs.
November 27, 2020	Dean: Notifies DH of each candidate's recommendation and submits the recommendation to DOF