

DRAFT College P&T Review Timeline 2021-22

- 1) Dean appoints members of the College P&T Committee for 2021-2022.
- 2) College P&T Committee meets to elect chair during September 10th, 2021 charge meeting.
- 3) Dean's office staff set up an online repository for the P&T dossiers and supporting documents by November 1, 2021 making it available to all members of the College P&T Committee, Dean, Associates Deans for Administration and for Research and Faculty Affairs, Dean's office staff (Kim, Bryanna, Miranda), and designated department staff member (usually Lead Administrative Manager).
- 4) Departments upload their materials to the appropriate department folder, creating a subfolder for each case, no later than 5:00pm Tuesday, November 23rd, 2021.
- 5) Department Heads may inform promotion and tenure candidates of the results of the department level decision on their case on Wednesday, November 24th.
- 6) College P&T Committee meets on Thursday, December 9th, 2021, 8:30 a.m. to noon to review cases.
- 7) College P&T Committee meets for final discussion and formal vote on Monday, December 13, 2021, 8:30 a.m. to noon.
- 8) Chair completes first draft of Committee letter for each candidate and shares it with the relevant Department Head by Thursday, December 16th, 2021 to review and to ensure the letter appropriately reflects responses to concerns raised in the meeting.
- 9) Chair completes College P&T Committee letter draft and distributes to committee members by Monday, December 20th, 2021.
- 10) Committee comments and revisions due to Chair no later than 9:00 a.m. Wednesday, January 5th, 2022. Chair finalizes letter and forwards final draft to Committee members, Dean, and Associate Dean for Research and Faculty Affairs by 5:00 p.m. Thursday, January 6th, 2022.
- 11) Departmental revisions to the dossiers should be completed and incorporated by February 12, 2022.
- 12) Chair circulates letter for signature by all Committee members. All Committee members must sign the letter no later than January 12, 2022.
- 13) Chair forwards signed Committee letters to departments for insertion into dossiers and forwards copies to the Dean and Associate Dean for Research and Faculty Affairs by January 14, 2022.
- 14) Dean reviews dossiers, completes his letters, and forwards to departments by January 21, 2022;
- 15) Departments incorporate Committee letter and Dean's letter and upload revised dossiers to site by January 25, 2022.
- 16) Dean's office staff (Bryanna) uploads dossiers to Provost's site by January 28th, 2022 deadline.
- 17) Dean will inform candidates for promotion and tenure about the college decision on their case on January 28th, 2022.