College P&T Review Timeline 2023-2024

1) **August 21, 2023** – Department heads submit their elected P&T committee departmental representatives. The Dean reviews the proposed members, makes final deliberations, and appoints the members of the College P&T Committee for 2023-2024 by **August 21, 2023**.

2) **September, 1st week** – College P&T Committee meets to elect chair during charge meeting. Department representatives will indicate approximately how many candidates should be expected for review during 2023-2024. Important changes in process will be presented and discussed.

3) **October 2, 2023** – Lead admin of Associate Dean for Research and Faculty Affairs sets up an online repository for the P&T dossiers and supporting documents 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, and designated department staff member (usually Lead Administrative Manager).

4) **No later than 5PM on November 20, 2023** – Departments will provide a final list of all candidates for promotion and/or tenure including tenured, tenure-track, and non-tenure-track faculty. Dossiers due to the Dean’s Office for review of format and completeness. Candidates are allowed to provide an update of activities to the dossier. This will be provided as a short document to the Department Head who will then add the update to the end of Section VIII “Work Under Review or In Progress” of the dossier. Note that per the University Guidelines, Department Heads must still address updates in activities in their recommendation letter.

5) **No later than 5PM on November 22, 2023** – Departments upload their materials to the appropriate department folder, creating a subfolder for each case.

6) **Department Heads may inform promotion and tenure candidates of the results of the department level decision on their case on Monday, November 27, 2023.**

7) **Thursday, December 7, 2023, 8:30AM - 12:00PM** – College P&T Committee meets to review cases.

8) **Monday, December 11, 2023, 8:30AM - 12:00PM** – College P&T Committee meets for final discussion and formal vote.

9) **No later than 5PM on December 14, 2023** – College P&T Chair completes first draft of Committee letter for each candidate and shares it with the relevant Department Head by to review and to ensure the letter appropriately reflects responses to concerns raised in the meeting.

10) **No later than 5PM on December 18, 2023** – College P&T Chair completes College P&T Committee letter draft and distributes to committee members.

11) **No later than 9:00AM on January 3, 2024** – Committee comments and revisions due to Chair.

12) **No later than 5:00PM on January 4, 2024** – Chair finalizes letter and forwards final draft to Committee members, Dean, and Associate Dean for Research and Faculty Affairs.

13) **No later than 5:00PM on January 5, 2024** – Departmental revisions to the dossiers should be completed and incorporated.
14) **January, 2\textsuperscript{nd} week** – Chair circulates letter for signature by all Committee members. All Committee members must sign the letter.

15) **No later than 5PM on Friday, January 12, 2024** – 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.

16) **No later than 5PM on January 19, 2024** – Dean reviews dossiers, completes the letters, and forwards them to departments.

17) **No later than Monday, January 23, 2024** – Departments incorporate Committee letter and Dean’s letter and upload revised dossiers to college P&T site.

18) **No later than Friday January 26, 2024** – Dean’s office staff (Lisha) uploads dossiers to Provost’s site by deadline.

19) **Dean will inform candidates for promotion and tenure about the college decision on their case on Monday February 5, 2024.**
## Snapshot of University P&T Timeline 2023-2024

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| 01/26/24     | **Deadline:** Promotion & Tenure listing sheets + electronic copy of each dossier  
               Deans to Provost                                                                                                                     |
| 03/01/24     | **Deadline:** Recommendations for administrative promotions in the instructor, clinical, collegiate, and practice series  
               Deans to Provost                                                                                                                     |
| 02/08/24     | **Meeting:** University P&T Committee meeting and dossier distribution (Deans are present)  
               Provost to Committee                                                                                                                |
| 02/28/24     | **Meeting:** Faculty Subcommittee of University P&T Committee (Deans are not present)                                                                 |
| 02/29/24     | **Meeting:** Faculty Subcommittee of University P&T Committee (Deans are not present)                                                                 |
| 03/11/24     | **Meeting:** All members of the University P&T Committee (Deans are present)                                                                 |
| 03/12/24     | **Meeting:** All members of the University P&T Committee (Deans are present)                                                                 |
| March 2024   | Provost presents promotion, cont. appt., and admin. promotion recommendations to the President  
               Provost to President                                                                                                                  |
| April 2024   | Notification sent to promotion, cont. appt., and administrative promotion candidates  
               Provost to Candidates                                                                                                                |
| June 2024    | Promotion/tenure recommendations submitted to Board of Visitors  
               President to Board of Visitors                                                                                                      |