

### College P&T Review Timeline 2023 - 2024

- 1) Dean appoints members of the College P&T Committee for 2023- 2024.
- 2) College P&T Committee meets to elect chair during **September 18, 2023** charge meeting.
- 3) Dean's office staff set up an online repository for the P&T dossiers and supporting documents by Monday, **October 30, 2023**, 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) Departments upload their materials to the appropriate department folder, creating a subfolder for each case, no later than 5:00PM on **Monday, November 27, 2023**.
- 5) Department Heads may inform promotion and tenure candidates of the results of the department level decision on their case on **Monday, November 27, 2023**.
- 6) College P&T Committee meets on **Thursday, December 7, 2023, 8:30AM- 12:00PM** to review cases.
- 7) College P&T Committee meets for final discussion and formal vote on **Monday, December 11, 2023, 8:30AM- 12:00PM**.
- 8) Chair completes first draft of Committee letter for each candidate and shares it with the relevant Department Head by **Thursday, December 14, 2023** 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 18, 2023**.
- 10) Committee comments and revisions due to Chair no later than 9:00AM **Wednesday, January 3, 2024**. Chair finalizes letter and forwards final draft to Committee members, Dean, and Associate Dean for Research and Faculty Affairs by 5:00PM on **Thursday, January 4, 2024**.
- 11) Departmental revisions to the dossiers should be completed and incorporated by **Wednesday, January 10, 2024**.
- 12) Letter will be circulated for signature by all Committee members via DocuSign. All Committee members must sign the letter no later than **Wednesday, January 10, 2024**.
- 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 **Friday, January 12, 2024**.
- 14) Dean reviews dossiers, completes the letters, and forwards to departments by **Friday, January 19, 2024**.
- 15) Departments incorporate Committee letter and Dean's letter and upload revised dossiers to site by **Monday, January 22, 2024**.
- 16) Dean's office staff uploads dossiers to Provost's site by **Friday January 26, 2024** deadline.
- 17) Dean will inform candidates for promotion and tenure about the college decision on their case on **Friday January 26, 2024**.

DATE	INFORMATION
01/26/24	<b>Deadline:</b> Promotion & Tenure listing sheets + electronic copy of each dossier <i>Deans to Provost</i>
03/01/24	<b>Deadline:</b> Recommendations for administrative promotions in the instructor, clinical, collegiate, and practice series <i>Deans to Provost</i>
02/08/24 10:00 a.m.- Noon	<b>Meeting:</b> University P&T Committee meeting and dossier distribution ( <i>Deans are present</i> ) <i>Provost to Committee</i>
02/28/24 8:00 a.m.-5:00 p.m.	<b>Meeting:</b> Faculty Subcommittee of University P&T Committee ( <i>Deans are not present</i> )
02/29/24 8:00 a.m.-5:00 p.m.	<b>Meeting:</b> Faculty Subcommittee of University P&T Committee ( <i>Deans are not present</i> )
03/11/24 8:00 a.m.-Noon	<b>Meeting:</b> All members of the University P&T Committee ( <i>Deans are present</i> )
03/12/24 8:00 a.m.-5:00pm	<b>Meeting:</b> All members of the University P&T Committee ( <i>Deans are present</i> )
March 2024	Provost presents promotion, cont. appt., and admin. promotion recommendations to the President <i>Provost to President</i>
April 2024	Notification sent to promotion, cont. appt., and administrative promotion candidates <i>Provost to Candidates</i>
June 2024	Promotion/tenure recommendations submitted to Board of Visitors <i>President to Board of Visitors</i>