

**SCHOOL OF HEALTH AND HUMAN SCIENCES
PROMOTION and TENURE REVIEW CALENDAR**

Academic Year 2023-2024

Date	Notes	Access/Responsibility
August 15	External reviewers' assessments due to Department Chair	Department Chair
August 31	Deadline for posting of candidate's completed dossier to Faculty Success for tenure and/or promotion	Access for Candidate
September 2	Deadline for posting of any departmental documentation to Faculty Success	Department Administrator
September 5-11	Eligible faculty in each department review each candidate's dossier in Faculty Success	Access for Eligible faculty & Department Chair
September 19	Deadline for posting department committee evaluation in Faculty Success	Department Committee Chair
September 20- September 23	Time allowed for any response by candidates if needed	Candidate
September 24 – 27	If there is new material presented by the candidate in their response, a second meeting with eligible faculty shall be held within this timeframe	Department Committee
September 28	Deadline for posting Department Chair's evaluation in Faculty Success	Department Chair
September 28 – October 5	Department Chair informs candidates of the department recommendation and directs the candidate to Faculty Success to read the recommendation in writing.	Department Chair
October 6	Final deadline for posting candidate's dossier (response, department review) in Faculty Success for School P&T and APT Committees. Candidates are responsible for reviewing their materials.	Candidate
October 7	Deadline for posting any updates to dossier.	Candidate/ Department Admin
October 8 - 25	School Committees review each candidate's dossier and deliberate.	P&T and APT Committee; Dean/admin read only

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October 26	Deadline for posting of each candidate's dossier for tenure and/or promotion. This includes Chair and School P&T and APT Committees recommendations.	School P&T and APT Committee Chair
October 27- November 2	Meeting of Committees to advise the Dean.	Dean's Office Preparation
November 4	Deadline for posting the Dean's evaluation of the candidate.	Dean
November 13	Deadline for candidate's response to the unit review.	Candidate
November 14	Deadline for promotion and tenure (P&T) recommendations/materials to be posted in Faculty Success Provost review. APT recommendations sent to Provost.	Provost
Beginning of December (Date TBD)	Provost meets with University P&T Committee.	Provost / University P&T Committee
Mid-January (Date TBD)	P&T recommendations and dissenting opinions due from the University Committee Chair to the Provost.	University P&T Committee
February (Date TBD)	Provost's discussion with and report to the committee	Provost / University P&T Committee
March 1	Submit Letter of Intent to Department Chair and Dean (including mandatory reviews)	Candidate
Beginning of March (Date TBD)	Formal written notices sent by the Dean to all APT candidates	Dean
End of March (Date TBD)	Formal written notices sent via postal service to all P&T candidates (following BOT meeting)	Provost
May 1	Submit list of potential external reviewers to Department Chair	Candidate
May 15	Solicit list of potential external reviewers from senior faculty	Department Chair
May 31	Confirm external reviewers	Department Chair