

PROMOTION AND TENURE PROCESS TIMELINE

College of Technology

This timeline should be used as a guide in preparing third year review, promotion, and tenure and must be completed by the chair, department committee, college committee, and dean. Note the following:

- The department chair is responsible for forming the department committee, enforcing the deadlines, informing the college committee, and dean at each stage of the process.
- Dean's office is responsible for forming the college committee and submitting the candidates' package to the Provost office by the deadline.
- At each stage of the review process, the candidate should be given five calendar days to respond to the decision.
- Third year review does not require external letters. The rest of the deadlines should be followed.

Task	Timeline
Chair informs the candidates for third year, tenure, and promotion review and candidate should start preparing the package immediately.	March 31
University P&T Guidelines are distributed to deans and department chairs.	May 1st
Dean provides university, college and department guidelines, along with college and department timelines to Faculty who will undergo mandatory reviews. Dean or designee submits electronic face sheets for mandatory promotion and tenure candidates.	2 nd Monday in May
Chair identifies external reviewers and secures their agreement to participate in the external review.	May 31
Candidate submits CV and representative works and those are sent to external reviewers. Chair verifies completeness and accuracy of package before sending out for external reviewers.	May 31
External reviewers return their reviews.	August 1
Candidate completes and submits electronic dossier for on-campus reviews.	August 15
Department P&T Committee completes independent reviews; candidate has opportunity to respond at each step (e.g., reconsideration must occur before September 15).	September 15
Chair completes independent reviews; candidate has opportunity to respond at each step (e.g., reconsideration must occur before end of September).	September 30
College P&T Committee completes review; candidate has opportunity to respond (e.g., reconsideration must occur before end of October).	October 30
Dean completes review; candidate has opportunity to respond (e.g., reconsideration must occur before the end of November).	November 30
Dean completes candidate dossier and informs Faculty Affairs	December 1