April 16, 2020

To: All PNW Faculty Members, Department Chairs/School Directors, and Deans

From: Niaz Latif, Interim Provost and Vice Chancellor for Academic Affairs

Re: 2020-2021 Promotion and Tenure Due Dates

As required by PNW’s Promotion and Tenure Policies and Procedures, please find listed below

the firm due dates for the 2020-2021 promotion and tenure cycle.

For this and future review cycles, we are continuing to use a fully digital and online P&T process

through the *Interfolio* platform. The office of Academic Affairs will continue to offer several training sessions and will provide continuous support. A follow up email with the training dates and times will be sent in a separate email.

PLEASE NOTE: All due dates in *Interfolio* are no later than 10:59 pm Central Time on the date

listed and are FIRM deadlines.

 **Start Date** **Due Date**

**Administrative Responsibilities**

 VCAA/P Office sends out timeline 1/8/2020 1/8/2020

 Cases released to candidates 4/1/2020 4/1/2020

 Colleges report committee membership and Chairs to VCAA/P 4/27/2020 4/27/2020

 Cases forwarded to Department Committees 8/26/2020 8/26/2020

 Cases forwarded to Campus Committees 10/15/2020 10/15/2020

 Cases forward to University Committee 12/4/2020 12/4/2020

**Candidate Tasks**

 Preliminary (nonbinding) declaration of intent to submit for promotion

 to Professor, or early promotion to Associate Professor via email to Dean 2/14/2020 2/14/2020

 Prepare initial materials 4/1/2020 4/30/2020

 Submit initial materials for external review 5/1/2020 5/1/2020

 Prepare final materials 5/2/2020 8/24/2020

 Submit final packet 8/25/2020 8/25/2020

 Rebuttal, if desired, to Department Committee 9/22/2020 9/28/2020

 Rebuttal, if desired, to Department Chair/School Director 10/8/2020 10/14/2020

 Rebuttal, if desired, to College Committee 11/12/2020 11/18/2020

 Rebuttal, if desired, to Dean 11/27/2020 12/3/2020

 Rebuttal, if desired, to University Committee 2/5/2021 2/11/2021

**Department School Committee Tasks**

 Review candidate packet(s), meet, and write committee report(s) 8/26/2020 9/18/2020

 Last day to meet & share report with candidate in person and through

 Interfolio, then send forward 9/21/2020 9/21/2020

**Department Chair/School Director Tasks**

 Review candidate packet(s) and write letter(s) 8/26/2020 10/6/2020

 Last day to meet & share letter with candidate in person and through

 Interfolio, then send forward 10/7/2020 10/7/2020

**College Committee Tasks**

 Review candidate packet(s), meet, and write committee report(s) 10/15/2020 11/10/2020

 Last day to meet & share report with candidate in person and through

 Interfolio, then send forward 11/11/2020 11/11/2020

**Dean Tasks**

 Review candidate packet(s) and write letter(s) 10/15/2020 11/24/2020

 Last day to meet & share letter with candidate in person and through

 Interfolio, then send forward 11/25/2020 11/25/2020

**University Committee Tasks**

 Review candidate packet(s), meet, and write committee report(s) 12/4/2020 1/25/2021

 Last day to meet & share report with candidate in person and through

 Interfolio, then send forward 2/4/2021 2/4/2021