2021-2022 Promotion and Tenure Due Dates

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| Administrative Responsibilities | Due Date | |
| P/VCAA Office sends out timeline | 2/1/21 | |
| Cases released to candidates | 4/1/21 | |
| Colleges report committee membership/Chairs to P/VCAA | 4/27/21 | |
| Cases forwarded to Department Committee | 9/10/21 | |
| Cases forwarded to College Committee | 10/15/21 | |
| Cases forwarded to University Committee | 11/29/21 | |
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| Candidate Tasks | Due Date | |
| Preliminary (nonbinding) declaration of intent to submit for promotion to Professor, or early promotion to Associate Professor via email to Dean | 2/15/21 | |
| Prepare and submit initial materials for external review | 5/3/21 | |
| Prepare and submit final packet materials | **9/9/21** | |
| Rebuttal, if desired, to Department Committee | 7 days after receiving the report | |
| Rebuttal, if desired, to Department Chair/School Director | 7 days after receiving the report | |
| Rebuttal, if desired, to College Committee | 7 days after receiving the report | |
| Rebuttal, if desired, to Dean | 7 days after receiving the report | |
| Rebuttal, if desired, to University Committee | 7 days after receiving the report | |
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| Department Committee Tasks | Start Date | Due Date |
| Within this 3-week period:   * Review candidate packet(s) * Meet with Committee for discussion and voting * Write committee report(s) * Meet and share report with candidate in person and through Interfolio (**within 10 days of committee vote**) * Send packet forward | 9/10/21 | 10/1/21 |
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| Department Chair/School Director Tasks | Start Date | Due Date |
| Within this 3-week period:   * Review candidate packet(s) * Write Department Chair/School Director letter * Meet and share report with candidate in person and through Interfolio (**within 10 days of committee vote**) * Send packet forward | 9/10/21 | 10/1/21 |
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| College Committee Tasks | Start Date | Due Date |
| Within this 3-week period:   * Review candidate packet(s) * Meet with Committee for discussion and voting * Write committee report(s) * Meet and share report with candidate in person and through Interfolio (**within 10 days of committee vote**) * Send packet forward | 10/15/21 | 11/10/21 |
|  | | |
| Dean Tasks | Start Date | Due Date |
| Within this 3-week period:   * Review candidate packet(s) * Write Dean letter * Meet and share report with candidate in person and through Interfolio (**within 10 days of committee vote**) * Send packet forward | 10/15/21 | 11/10/21 |
|  | | |
| University Committee Tasks | Start Date | Due Date |
| Within this period:   * Review candidate packet(s) * Write Department Chair/School Director letter * Meet and share report with candidate in person and through Interfolio (**within 10 days of committee vote**) * Send packet forward | 11/29/21 | 1/25/22 |
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| Provost/VCAA Tasks | Start Date | Due Date |
| Review candidate packet(s), meet, and write letter(s) | 11/29/21 | 2/10/22 |
| Send packet(s) forward | 2/10/22 | 2/10/22 |
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| Chancellor Tasks | Start Date | Due Date |
| Review candidate packet(s) | 2/11/22 | 2/19/22 |
| Consult with WL Provost | 2/19/22 | 2/19/22 |