2023-2024 Promotion and Tenure Due Dates

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| Administrative Responsibilities | Due Date |
| Cases released to candidates | 4/3/23 |
| Colleges report committee membership/Chairs to P/VCAA | 4/21/23 |
| Cases forwarded to Department Committee | 9/8/23 |
| Cases forwarded to College Committee | 10/13/23 |
| Cases forwarded to University Committee | 11/27/23 |
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| Candidate Tasks | Due Date |
| Preliminary (nonbinding) declaration of intent to submit for promotion to Professor, early promotion to Associate Professor, or promotion to Clinical Associate or Clinical Professor via email to Dean | 2/17/23 |
| Prepare and submit initial materials for external review | 5/1/23 |
| Prepare and submit final packet materials | **9/7/23** |
| Rebuttal, if desired, to Department Committee through Interfolio | 7 days after receiving the report |
| Rebuttal, if desired, to Department Chair/School Director through Interfolio | 7 days after receiving the report |
| Rebuttal, if desired, to College Committee through Interfolio | 7 days after receiving the report |
| Rebuttal, if desired, to Dean through Interfolio | 7 days after receiving the report |
| Rebuttal, if desired, to University Committee through Interfolio | 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 directly (in person, via Zoom, or phone) and through Interfolio (**within 10 days of committee vote**)
* Send packet forward
 | 9/8/23 | 9/29/23 |
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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 directly (in person, via Zoom, or phone) and through Interfolio (**within 10 days of committee vote**)
* Send packet forward
 | 9/8/23 | 9/29/23 |
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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 directly (in person, via Zoom, or phone) and through Interfolio (**within 10 days of committee vote**)
* Send packet forward
 | 10/13/23 | 11/3/23 |
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| Dean Tasks | Start Date | Due Date |
| External Review Tasks* Review and finalize candidates propose list of external reviewers
* Communicate with external reviewers to request their agreement to evaluate candidate
* Send formal Interfolio email to external reviewers to request evaluation with due date
* Confirm Interfolio acceptance by external evaluators and follow-up if needed
* Confirm Interfolio receipt of uploaded evaluation document(s) by due date

Within this 3-week period:* Review candidate packet(s)
* Write Dean letter
* Meet and share report with candidate directly (in person, via Zoom, or phone) and through Interfolio (**within 10 days of committee vote**)
* Send packet forward
 | 5/2/2310/13/23 | 8/4/2311/3/23 |
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| University Committee Tasks | Start Date | Due Date |
| Within this period:* Review candidate packet(s)
* Write University Committee report
* Meet and share report with candidate directly (in person, via Zoom, or phone) and through Interfolio (**within 10 days of committee vote**)
* Send packet forward
 | 11/27/23 | 1/19/24 |