

2022-2023 Promotion and Tenure Deadlines*

Date	Responsible Party	Task
May 6, 2022	Provost	Announce P/T deadlines. Notify departments to conduct election of campus/college committee P/T representatives. Send lists of candidates for mandatory P/T to departments for verification.
May 20	Dept. Chair	Confirmation of P/T candidates. Add names of voluntary promotion candidates.
May 20	Provost	Letters to chairs requesting solicitation of external reference letters. Arrange RPT training for candidates and Dept. Chairs.
May 27	Provost	Complete election of campus committee representatives and alternates.
June 3	Candidate	CV, representative papers and other information for external review due to department chair in pdf format, along with suggested potential external reviewer names per instructions noted in dossier and departmental policies.
August 5**	Candidate	The candidate submits their dossier materials. Dept. Chair is granted access to the case in RPT. After this date, no documents are to be added to the case without an explanation on the Documentation Added section.
August 5	Dep. Chair	Send list of Dept. T&P committee members and Chair to the Provost
August 5	Provost	Arrange RPT training for Dept. Committee members, College (and Campus) Committee members, Deans, Provost and Chancellor. Schedule meeting with campus committee representatives to review procedures and initiate college and full committee chair elections. Meeting must occur before September 23 .
September 9	College Committees	Complete elections of chairpersons. Schedule college committee deliberations meetings to occur before November 11 . Allot enough time to complete deliberations.
October 7	Dept. Chair	The Department chair forwards the case to the College Committee.
November 11	College Comm.	College Committee completes deliberations. Committee chair uploads the letter and sends email within RPT to candidate.
November 25	Candidate	Candidate uploads requests for reconsideration in the Review Promotion and Tenure portal.
December 2	College Comm.	Addresses requests for reconsideration, uploads new letter in RPT, emails letter in RPT and forwards the case to the Dean.

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2023		
Date	Responsible Party	Task
January 13	VP&D	VP&D completes review of the case, uploads letter in RPT and emails the letter in RPT.
January 27	Candidate	Candidate uploads requests for reconsideration in the RPT portal.
February 3	VP&D	Addresses requests for reconsideration, uploads new letter in RPT, emails letter in RPT and forwards the case to the Campus Committee.
February 11	Campus Comm	Scheduled meeting of full campus P/T committee for completion of deliberations.
February 27	Campus Comm.	Campus committee (CC) narratives due to the candidates noting recommendation, vote, and rationale for each case. CC chair will load the letter in RPT and send the candidate the letter using the RPT portal.
March 13	Candidate	Candidate uploads requests for reconsideration in the RPT portal.
March 20	Campus Comm.	Addresses requests for reconsideration, uploads new letter in RPT, emails letter in RPT. Campus Committee Chair forwards the case to the Provost.
April 24	Provost	Provost completes review of the case, prepares recommendations, and notifies candidates within RPT.
May 8	Candidate	Candidate uploads requests for reconsideration in the RPT portal.
May 15	Provost	Addresses requests for reconsideration, uploads new letter in RPT, emails letter in RPT and forwards the case to the Chancellor.
June 12	Chancellor	Chancellor's decisions announced to candidates.

* All posted dates assume the addition of no "major new information," which would require the dossier/case to be returned to the department for reconsideration. Deadlines for dossiers/cases returned to the department are determined on a case-by-case basis.

** At the discretion of the department chair, the deadline for submission of the dossier/case to the department may be extended. If the submission deadline is extended, the candidate must be allowed two weeks to ask for reconsideration for each negative recommendation or to provide clarifications. The dossier/case is still due to the College Committee by **October 7th**.