

2018/2019 Promotion and Tenure Deadlines*

Date	Responsible Individual or Committee	Task
April 1, 2018	Provost	Announce P/T deadlines. Request departments conduct election of campus/college committee P/T representatives. Send lists of candidates for mandatory P/T to departments for verification.
May 1	Dept. Chair	Confirmation of P/T candidates. Add names of voluntary promotion candidates.
May 1	Provost	Send instructions for creating electronic dossiers to candidates and letters to chairs requesting solicitation of external reference letters.
May 4	Provost	Complete election of campus committee representatives and alternates.
June 4	Provost	Reminder to department chairs regarding solicitation of external letters.
June 11	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 3	Provost	Reminder to department chairs regarding solicitation of external letters.
September 3**	Candidate	Electronic dossier due to department chair. After this date, no documents are to be added to dossier without an explanation on the Documentation Added page.
September 3	Provost	Schedule meeting with campus committee representatives to review procedures and initiate college and full committee chair elections. Meeting must occur before September 28.
September 28	College/Campus Committees	Complete elections of chairpersons. Schedule college committee deliberations meetings to occur between November 5 and November 15. Allot enough time to complete deliberations.
October 5	College/Campus Committees	Provide procedural information to Provost for inclusion in each dossier, as appropriate.
October 22	Dept. Chair	Electronic dossiers, including department committee narrative and chair narrative and candidate rebuttal(s), due to Provost's office (mstprovostpandt@mst.edu).
November 21	College Comm.	College committees complete deliberations and notify VP&D of vote, provide narrative for addition to dossier (emailed to mstprovostpandt@mst.edu) and brief rationale for VP&D to provide to candidate.
November 28	VP&D	Notify candidates of college committee vote, recommendation (emailed to mstprovostpandt@mst.edu) and rationale.

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December 21	VP&D	VP&D completes review of dossier, informs candidate of his/her recommendation.
January 2, 2019	Candidate	Candidate rebuttal to VP&D submitted to Provost's Office for inclusion in dossier.
January 18	Campus Committee	Scheduled meeting of full campus P/T committee for completion of deliberations. January 25 will be held as backup if weather cancels Jan. 18 meeting.
February 11	Campus Comm. Chair	Campus committee narratives due to Provost noting recommendation, vote and rationale for each case.
February 15	Provost	Provost notifies candidates of campus committee vote, recommendations and rationale.
March 18	Provost	Provost completes review of dossiers, prepares recommendations and notifies candidates and campus committee.
March 22	Candidate	Submit rebuttal information to Provost for inclusion in dossier.
March 29	Campus Committee	Submits supplemental letter for inclusion in dossier, if appropriate.
April 1	Provost	Dossiers made available to Chancellor for decision.
April 15	Chancellor	Chancellor's decisions announced to candidates.

* All posted dates assume the addition of no "major new information," which would require the dossier to be returned to the department for reconsideration. Deadlines for dossiers 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 to the department may be extended. Note, however, that should the department committee or chair provide a negative recommendation, the candidate must be allowed one week to provide rebuttal information for each negative recommendation and that the dossier is still due to the Provost on October 22.