**COLLEGE OF SCIENCES AND HUMANITIES**  
**2019-2020 PROMOTION AND TENURE CALENDAR**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
</table>
| **Friday, April 26, 2019** | Distribution of College P&T Document to Departments  
Distribution of College P&T Procedures (containing Appendix A: Instructions for Electronic Submission) to Departments  
Distribution of College P&T Vita form to Departments  
Distribution of College P&T Calendar to Departments  
Posting of each document above to the College web page. |
| **Monday, May 6**     | Sample College P&T Vitae are made available for review by faculty.                         |
| **Friday, May 10**    | Department Chair reports the name of the department P&T Chair for the 2019-20 AY to the Dean’s Office.  
Department Chair reports the names of 4th year tenure review candidates and candidates for promotion to associate professor and/or tenure and promotion to professor to the Dean’s Office. (e-mail to Clare Chatot, Jill Coleman and Susan Miller) |
| **Monday, August 19 or earlier if possible (e-mail notification)** | Box is opened for uploading of documentation by 4th year candidates and candidates for promotion to associate professor and/or tenure and promotion to professor for use at the college level only.  
Fourth year candidates upload the vita form and supplemental materials.  
Candidates for promotion to associate professor and/or tenure and promotion to professor upload vita form and supplemental materials.  
See Appendix A of College Procedures Document for instructions. |
| **Friday, August 30** | P&T Committee and Department Chair Meeting  
2:00 – 5:00 p.m. (Location TBD) |
| **Friday, September 13** | P&T Domain Subcommittee Meetings to review Fourth Year Tenure Review Procedures:  
Sciences: 2:00 p.m. (North Quad-193 Conference Room)  
Social Sciences: 3:00 p.m. (North Quad-193 Conference Room)  
Humanities: 4:00 p.m. (North Quad-193 Conference Room) |
| **Friday, September 20** | Box is closed to faculty candidates for 4th year review at 4 p.m. |
| **Monday, September 23** | Box is opened to the Department Chair, Department P&T Chair and Department Administrative Coordinator by 12 Noon for 4th year review.  
For 4th year candidates, departments should upload:  
1) Department Recommendation Letter(s) to the Dean  
2) All available strengths and weaknesses letters |
| **Friday, September 27** | Fourth Year Tenure Review materials due in Dean’s Office  
PLEASE NOTE: Submit one paper original and two copies |
Friday, September 27
(continued)

Please include:
1) 2019-20 original Progress Toward Tenure or Unsatisfactory Progress Toward Tenure Recommendation Letter or Fourth Year Dismissal Recommendation Letter complete with department P&T Chair and Department Chair signatures (sample letters are located in the P&T packet from the Provost’s Office sent to all Department Chairs)
2) Original Department P&T Chair and/or Department Chair recommendation letter(s) to the Dean, including the departmental vote count (see College Procedures item C4 for letter details)
3) The candidate’s P&T vita
4) The candidate’s strengths and weaknesses letters from years one through four

Materials (#2, 3, and 4) and supplemental materials should be uploaded to Box as describe above. See appendix A of College Procedures Document for instructions on uploading documents.

Box will close to department access at 4 p.m.

Friday, October 4

Open Box access to the College Promotion and Tenure Domain Subcommittee members for Fourth Year Tenure Review.

Friday, October 11

College P&T Domain Subcommittees begin review of fourth year tenure candidates:
- Sciences: 2:00 – 5:00 p.m. (Location TBD)
- Social Sciences: 2:00 – 5:00 p.m. (Location TBD)
- Humanities: 2:00 – 5:00 p.m. (Location TBD)

Wednesday, October 16

College P&T Committee to receive from Department P&T Committees proposed policy changes to take effect the following year, 2020-2021.

Please send to Susan Miller in the Dean’s Office the following:

1. Submit electronically the P&T document in Word Format: paginated, including appendices, and department approval date.
2. Submit electronically a cover letter indicating any change to the P&T document (follow directions on the cover sheet that you will receive from the Associate Provost)
3. Submit by HARD COPY your signed cover sheet that you will soon receive from the Associate Provost.

Friday, October 18

College P&T Domain Subcommittees continued review of fourth year tenure candidates:
- Sciences: 2:00–5:00 p.m. (Location TBD)
- Social Sciences: 2:00–5:00 p.m. (Location TBD)
- Humanities: 2:00–5:00 p.m. (Location TBD)

Friday, October 25

Fourth year tenure review recommendation letters due to the Dean’s Office from the Domain Subcommittee Chairs.

Strengths and weaknesses letters from the subcommittee need to be included when the subcommittee is the first to make an unsatisfactory progress toward tenure recommendation.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
</table>
| **Friday, October 25** (continued) | Second Year Dismissal Recommendation letters due in Dean’s Office  
Please include an original and two copies:  
1) 2019-20 original second year dismissal recommendation letter complete with Department P&T Chair and Department Chair signature (sample letters are located in the P&T packet from the Provost’s Office sent to all Department Chairs)  
2) The department P&T committee/Department Chair recommendation letter to the Dean including vote count  
3) The candidate’s vita  
4) All current and prior years strengths and weaknesses letters |

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
</table>
| **Monday, October 28** | Original Progress Toward Tenure or Unsatisfactory Progress Toward Tenure Recommendation Letters due to Dean’s Office for 1st, 2nd, 3rd, 5th and 6th years.  
Please include an original and one copy:  
1) 2019-20 original Progress Toward Tenure or Unsatisfactory Progress Toward Tenure Recommendation Letter complete with department P&T Chair and Department Chair signatures (sample letters are located in the P&T packet from the Provost’s Office sent to all Department Chairs)  
2) The department P&T committee/Department Chair recommendation letter to the Dean including vote count  
3) The candidate’s vita  
4) All current and prior years strengths and weaknesses letters |

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
</table>
| **Monday, October 28** | Original First Year Dismissal Recommendation letters due in Dean’s Office  
Please include an original and one copy:  
1) 2019-20 original first year dismissal recommendation letter complete with department P&T Chair and Department Chair signatures (sample letters are located in the P&T packet from the Provost’s Office sent to all Department Chairs)  
2) The department P&T committee/Department Chair recommendation letter to the Dean including vote count  
3) The candidate’s vita  
4) The first year strengths and weaknesses letter |

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
</table>
| **Monday, October 28** | Original Third, Fifth, and Sixth Year Dismissal Recommendation letters due in Dean’s Office  
Please include an original and one copy:  
1) 2019-20 original third, fifth, and sixth year dismissal recommendation letter complete with department P&T Chair and Department Chair signatures (sample letters are located in the P&T packet from the Provost’s Office sent to all Department Chairs)  
2) The department P&T committee/Department Chair recommendation letter to the Dean including vote count  
3) The candidate’s vita  
4) All current and prior years strengths and weaknesses letters |

Box is closed to candidates for promotion to associate professor and/or granting of tenure and promotion to professor at 4 p.m.
**Tuesday, October 29**

**Box is opened at 12 NOON to Department Chairs, Department P&T Committee Chairs and Department Administrative Assistants for uploading of materials for Promotion to Associate Professor and/or Granting of Tenure and Promotion to Professor:**

- Department Letter(s) of Recommendation to the Dean
- External Evaluative Letters for Promotion to Professor
- All strengths and weaknesses letters for Granting of Tenure candidates
- Materials from the P&T Portion of the Personnel File

See Appendix A of College Procedures Document for instructions on uploading.

---

**Friday, November 1**

Fourth Year Tenure Review reconciliation meeting between Dean and Domain Subcommittee(s), if needed:

- **Sciences:** 2:00 p.m. (North Quad-193 Conference Room)
- **Social Sciences:** 3:00 p.m. (North Quad-193 Conference Room)
- **Humanities:** 4:00 p.m. (North Quad-193 Conference Room)

---

**Monday, November 4**

**Tenure and/or promotion review materials due in Dean’s office**

**PLEASE NOTE:** Submit one paper original and two copies.

Please include:

1) *For tenure and promotion candidates* include the 2019-20 original Recommendation for Granting of Tenure Letter for 5th and 6th year candidates and 7th year candidates (as appropriate); or Recommendation for 7th Year Dismissal Letter, complete with department P&T Chair and Department Chair signatures (sample letters are located in the P&T packet from the Provost’s Office sent to all Department Chairs)
2) *Original Department P&T Chair/Department Chair recommendation letter(s) to the Dean, including the departmental vote count (see College Procedures item C4 for letter details)*
3) *The candidate’s vita*
4) *All strengths and weaknesses letters*

**In Box, the following should have been uploaded:**

1) Vita Form and supplemental materials uploaded by the candidates
2) Department Recommendation Letters and all strength and weakness letters beginning with year one and materials from the P&T portion and the Personnel File uploaded by the Department.

Please include:

1) *For promotion only candidates* (to Associate Professor or Professor) include the original Department P&T Chair/Department Chair recommendation letter(s) to the Dean, including the departmental vote count (see College Procedures item C4 for letter details)
2) *The candidate’s vita*
3) *For Professor candidates one copy of the External Letters for Evaluation of Scholarship*
4) *The original external letters should be turned into the Dean’s office for filing. Redacted letters should also be turned in to the Dean’s Office for shredding.*
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
</table>
| Monday, November 4 (continued) | **In Box, the following should have been uploaded:**  
1) Vita form and supplemental materials uploaded by candidates  
2) Department Recommendation Letter(s) to the Dean, materials from the P&T portion of the Personnel File and External Review Letters for Professor candidates uploaded by the Department |
| Tuesday, November 5         | **Box will be closed to Department access at 8 a.m.**                                                                                  |
| Monday, November 11         | **College P&T Domain Subcommittee Chair to sign fourth year tenure review form letters.**  
Box access will be opened to the College Promotion and Tenure Committee members at 12 Noon.  
Box for 4th year review will close to domain subcommittee member at 4 p.m. |
| Friday, November 15         | College P&T Committee begins consideration of candidates for promotion to associate professor and granting of tenure.  
**2:00–5:00 p.m. (Location TBD)** |
| Friday, November 22         | College P&T Committee continued consideration of candidates for promotion to associate professor and granting of tenure.  
**2:00–5:00 p.m. (Location TBD)** |
| Friday, December 6          | College P&T Committee continued consideration of candidates for promotion to associate professor and granting of tenure. (if needed)  
College P&T Committee begins consideration of candidates for promotion to professor.  
**2:00–5:00 p.m. (Location TBD)** |
| Friday, January 10          | College P&T Committee continues consideration of candidates for promotion to professor.  
**2:00–5:00 p.m. (Location TBD)** |
| Friday, January 17          | College P&T Committee continues consideration of candidates for promotion to professor (if needed).  
**2:00–5:00 p.m. (Location TBD)** |
| Friday, January 24          | Final reconciliation meeting (if needed) to occur if the Dean disagrees with any college recommendation vote. Please see College Procedures and role of Proxy for this final meeting.  
**2:00–5:00 p.m. (Location TBD)** |
<p>| Monday, January 27          | <strong>Box closes to College Promotion and Tenure Committee Member at 8 a.m.</strong>                                                            |</p>
<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, January 31 or</td>
<td>Dean makes College promotion and tenure recommendations to the Provost</td>
</tr>
<tr>
<td>February 7</td>
<td></td>
</tr>
<tr>
<td>March to April</td>
<td>Final Spring Meeting(s), To Be Announced</td>
</tr>
</tbody>
</table>

*Approved by the 2018-19 College P&T Committee – March 22, 2019*