### COLLEGE OF SCIENCES AND HUMANITIES
#### 2022-2023 PROMOTION AND TENURE CALENDAR

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
</table>
| **Friday, May 6, 2022** | 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. |
| **Friday, May 6**     | Sample College P&T Vitae are made available for review by faculty.                |
| **Friday, May 6**     | Department Chair reports the name of the department P&T Chair for the 2022-23 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 Jill Coleman and Susan Miller) |
| **Monday, August 22 or earlier if possible** | One Drive 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 26** | P&T Committee and Department Chair Meeting  
                          2:00–5:00 p.m. (Virtual Meeting) |
| **Friday, September 16** | P&T Domain Subcommittee Meetings to review Fourth Year Tenure Review Procedures:  
                          Sciences: 2:00 p.m. (Virtual Meeting)  
                          Social Sciences: 3:00 p.m. (Virtual Meeting)  
                          Humanities: 4:00 p.m. (Virtual Meeting) |
| **Friday, September 16** | One Drive is closed to faculty candidates for 4th year review at 4 p.m.            |
| **Monday, September 19** | One Drive 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 |
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
</table>
| Friday, September 23 | Fourth Year Tenure Review materials due in Dean’s Office  
**PLEASE NOTE:** Submit ONE original, NO STAPLES PLEASE!  
Please include:  
1) 2022-23 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 One Drive as described above. See appendix A of College Procedures Document for instructions on uploading documents.  
**One Drive will close to department access at 4 p.m.** |
| Friday, September 30 | Open One Drive access to the College Promotion and Tenure Domain Subcommittee members for Fourth Year Tenure Review.  
Open One Drive access to the Department Chair, Department P&T Chair and Department Administrative Coordinator for progress toward tenure and/or dismissal Recommendations (see October 21 and 24th listing of required electronic materials in addition to the hard copy for the Dean’s Office). |
| Friday, October 7   | College P&T Domain Subcommittees begin review of fourth year tenure candidates:  
**Sciences:** 2:00–5:00 p.m. (Virtual Meeting)  
**Social Sciences:** 2:00–5:00 p.m. (Virtual Meeting)  
**Humanities:** 2:00–5:00 p.m. (Virtual Meeting) |
| Wednesday, October 13| College P&T Committee to receive from Department P&T Committees proposed policy changes to take effect the following year, 2022-2023.  
**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 14   | College P&T Domain Subcommittees continued review of fourth year tenure candidates (if necessary):  
**Sciences:** 2:00–5:00 p.m. (Virtual Meeting)  
**Social Sciences:** 2:00–5:00 p.m. (Virtual Meeting)  
**Humanities:** 2:00–5:00 p.m. (Virtual Meeting) |
<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, October 21</td>
<td>Fourth year tenure review recommendation letters due to Dean’s Office from the Domain Subcommittee Chairs. Strengths and weaknesses letters from subcommittee to be included when subcommittee is the first to make an unsatisfactory progress toward tenure recommendation.</td>
</tr>
</tbody>
</table>
| Monday, October 24 | Progress Toward Tenure or Unsatisfactory Progress Toward Tenure Recommendation Letters due to Dean’s Office for 1st, 2nd, 3rd, 5th and 6th years.  
**PLEASE NOTE:** Submit an original hardcopy to the Dean’s Office and one electronic copy via One Drive. NO STAPLES PLEASE!  
1) 2022-23 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). Note: Candidates pursuing early promotion in their 5th or 6th year will require both a progress toward tenure recommendation letter as well as a separate recommendation for promotion letter.  
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  
Dismissal Recommendation letters due in Dean’s Office  
**PLEASE NOTE:** Submit an original hardcopy to the Dean’s Office and one electronic copy via One Drive. NO STAPLES PLEASE!  
5) 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)  
6) The department P&T committee/Department Chair recommendation letter to the Dean including vote count  
7) The candidate’s vita  
8) All current and prior years strengths and weaknesses letters  
One Drive is closed to candidates for promotion to associate professor and/or granting of tenure and promotion to professor at 4 p.m.  
One Drive is closed to department access for progress toward tenure (Years 1, 2, 3, 5, 6) and/or dismissal recommendations at 4 p.m. |
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
</table>
| Tuesday, October 25  | One Drive 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:  
  a. Department Letter(s) of Recommendation to the Dean  
  b. External Evaluative Letters for Promotion to Professor  
  c. All strengths and weaknesses letters for Granting of Tenure candidates  
  d. Materials from the P&T Portion of the Personnel File  
  See Appendix A of College Procedures Document for instructions on uploading. |
| Friday, October 28   | Fourth Year Tenure Review reconciliation meeting between Dean and Domain Subcommittee(s), if needed: (Virtual Meetings)  
  Sciences: 2:00 p.m.  
  Social Sciences: 3:00 p.m.  
  Humanities: 4:00 p.m. |
| Monday, October 31   | Tenure and/or promotion review materials due in Dean’s office  
  PLEASE NOTE: Submit an original hardcopy to the Dean’s Office and one electronic copy via One Drive. NO STAPLES PLEASE!  
  Please include:  
  1) For tenure and promotion candidates include the 2022-23 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 One Drive, 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. |
<table>
<thead>
<tr>
<th>Date</th>
<th>Events</th>
</tr>
</thead>
</table>
| **Monday, October 31 (continued)** | 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.  

**In One Drive, 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 1** | One Drive will be closed to Department access at 8 a.m. |
| **Monday, November 7** | **College P&T Domain Subcommittee Chair** to sign fourth year tenure review form letters.  

One Drive access will be opened to the College Promotion and Tenure Committee members at 12 Noon.  

One Drive for 4th year review will close to domain subcommittee members at 4 p.m. |
| **Friday, November 11** | College P&T Committee begins consideration of candidates for promotion to associate professor and granting of tenure.  

2:00–5:00 p.m. (Virtual Meeting) |
| **Friday, November 18** | College P&T Committee continues consideration of candidates for promotion to associate professor and granting of tenure.  

2:00–5:00 p.m. (Virtual Meeting) |
| **Friday, December 2** | College P&T Committee continues consideration of candidates for promotion to associate professor and granting of tenure.  

2:00-5:00 p.m. (Virtual Meeting) |
| **Friday, December 9** | College P&T Committee begins consideration of candidates for promotion to professor.  

2:00-5:00 p.m. (Virtual Meeting) |
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, January 13</td>
<td>College P&amp;T Committee continues consideration of candidates for promotion to professor (if necessary) 2:00-5:00 p.m. (Virtual Meeting)</td>
</tr>
<tr>
<td>Friday, January 20</td>
<td>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. (Virtual Meeting)</td>
</tr>
<tr>
<td>Monday, January 23</td>
<td><strong>One Drive closes to College Promotion and Tenure Committee Members at 8 a.m.</strong></td>
</tr>
<tr>
<td>Friday, February 3</td>
<td>Dean makes College promotion and tenure recommendations to the Provost</td>
</tr>
<tr>
<td>Friday, March 24</td>
<td>Final Spring Meeting 3:00 – 5:00 p.m. (Virtual Meeting)</td>
</tr>
</tbody>
</table>

*Approved by the 2021-22 College P&T Committee – March 18, 2022*