

COLLEGE OF SCIENCE ANNUAL PROMOTION AND TENURE TIMELINE

Semester	Timing	Month	Responsible	Project Milestone
Spring		***	Chairs	Identify candidates for upcoming cycle. Select Level 1 committees for each candidate
Summer		***	Chairs	Identify and solicit external reviewers for upcoming cycle
Fall		***	Chairs	Work with candidates to prepare candidate dossiers
Fall		***	Chairs	Schedule in-class observations for peer review of teaching
Fall		***	Chairs	Collect external reviewer letters
Fall	Early	September	Provost	P&T schedule announced by Provost Office
Fall	1st	September	Chairs	Send names of all RPT candidates to Dan
Fall		***	Level 1	Level 1 committees meet to review dossiers, prepare draft Level 1 Committee letter
Fall	Early	October	Dean	List of all RPT candidates from COS due to Provost Office
Fall	Early	October	Dean	Notify Level 2 Committee of P&T cases. Schedule all committee meetings for cycle.
Fall	Mid	October	Level 2	Level 2 Committee kick-off meeting: elect Chair, Secretary; form subcommittees; set timelines
Fall		***	Chairs	Department faculty vote on candidate dossier
Fall		***	Level 1	Final Level 1 committee reports due to Chairs
Fall		***	Chairs	Chairs draft their own recommendation letters
Fall	1st	November	Chairs	Copies of dossiers through Chair's letter due to COS (electronic copy on shared drive)
Fall	Mid	November	Level 2	Level 2 Committee meetings with Chairs
Fall		Nov/Dec	Level 2	Level 2 Committee deliberations; prepare drafts of recommendation letters; vote on each case
Spring	Early	January	Level 2	Level 2 Committee recommendation letters due to COS for Dean's review
Spring	Early	February	Dean	Candidate dossiers with Level 2 and Dean's letters due to Provost
Spring		April	Provost	Provost and President review P&T cases
Spring	Early	May	BOV	P&T decisions announced at BOV meeting
Fall	25th	August	N/A	RPT decisions go into effect (the start of the following AY)

*** Specific date varies by department. Check with your department Chair/Director for more details.