PROMOTIONS TIMELINE

**DURING FACULTY EVALUATIONS IN THE PRIOR YEAR PLEASE HAVE DISCUSSION ABOUT PROMOTIONS AND TENURE IN THE SUBSEQUENT YEAR**

July 1 Dean has discussion with Department Chairs to discuss faculty being recommended for promotion. (This follows having received faculty evaluations.)

August 1 Letters to Department Chairs from Dean’s office requesting promotion packets be submitted by November 1.

Sept 15 Follow-up discussions need to occur w/Dean & Chairs

Nov 1 Promotion packets due to Dean’s office.

Nov 15 Letters sent to outside references by APT Chair, requested to be due back by December 15.

Dec 15 Outside references letters due back to APT Chair.

January APT Committee Meeting.

Jan 31 Letter to Dean from APT Chair.

February Letter from Dean written to be included in packet before going to Provost.

TENURE TIMELINE

**DURING FACULTY EVALUATIONS IN THE PRIOR YEAR PLEASE HAVE DISCUSSION ABOUT PROMOTIONS AND TENURE IN THE SUBSEQUENT YEAR**

December Dean has discussion with Department Chairs to discuss faculty being recommended for tenure.

Jan 15 Letters to Department Chairs from Dean’s office requesting tenure packets be submitted by March 1.

March 1 Tenure packets due to Dean’s office.

March 15 Letters sent to outside references by APT Chair, requested to be due back by April 15.

April 15 Outside references letters due back to APT Chair.

Early May APT Committee Meeting.

Mid May Letter to Dean from APT Chair.

June Letter from Dean written to be included in packet before going to Provost and University Tenure Committee.