

P&T Workflow 2023-2024

Friday, March 31, 2023	Deans provide Provost's Office with the following information: (1) associate professors going up for promotion to professor, (2) assistant professors going up for promotion and tenure to associate professor and (3) any associate professors or professors going up for tenure.
Tuesday, April 4, 2023	Provost's Office approves the final list of candidates going up for P&T in 2023-24. Candidates requesting the addition of a PRC member from an appropriately related discipline or program across campus submits request to dean in writing.
Monday, April 24, 2023	Each college provides Provost's Office a list of peer review committees (members and chairs) and department chair reviewers for each candidate. Dean's decision and justification provided to candidate in writing. Candidate notified in writing of final committee membership.
Monday, May 15, 2023	Candidates receive access to the 2023-24 P&T workflow. Candidates submit a list of at least five external reviewers to department chair.
Monday, June 5, 2023	Candidates provide external review packet to the department chair.
Wednesday, June 14, 2023	Department chair sends external evaluation file to P&T candidate's outside reviewers.
Friday, September 1, 2023	Candidates must submit their Promotion and Tenure Document in the 2023-24 P&T workflow. Department Chairs have access to files to facilitate submission of external review letters.
Friday, September 8, 2023	Deadline for department chair to upload the external review documentation into workflow and submit the candidate's P&T file to the PRC. This represents the deadline for external review letters to be received.
Friday, October 13, 2023	Deadline for PRC to complete their review, upload their recommendation letter into workflow, record the committee's overall recommendation for teaching, scholarship and service and forward (submit) the candidate's P&T file to the department chair.
Thursday, November 16, 2023	Deadline for the department chair to complete their review, upload the recommendation letter into workflow, record a recommendation for teaching, scholarship and service and forward (submit) the P&T file to the submission box.
Tuesday, November 28, 2023	Deadline for candidate's 5 business day window to review their P&T file and add any candidate letter of information/rebuttal, if desired, to the P&T file. P&T file is released to the dean for review. If no rebuttal is needed, candidate forwards file to dean on or before this date.
Tuesday, January 2, 2024	Deadline for dean to complete their review, upload the recommendation letter into workflow, record a recommendation for teaching, scholarship and service and forward (submit) the P&T file to the submission box.
Tuesday, January 9, 2024	Deadline for candidate's 5 business day window to review their P&T file and add any candidate letter of information/rebuttal, if desired, to the P&T file. P&T file is released to the University Promotion and Tenure Committee (UPTC) for review. If no rebuttal is needed, candidate forwards file to UPTC for review on or before this date.

P&T Workflow 2023-2024 (continued)

Friday, February 2, 2024	Deadline for UPTC members to submit their pre-meeting votes for P&T cases to the Provost's Office
Monday, February 5, 2024	UPTC meeting to review and vote on P&T cases.
Monday, February 12, 2024	Deadline for provost to upload and submit UPTC decision letter to submission box. Candidate has five business days (deadline 2/19/24) to inform provost of intent to appeal P&T decision of UPTC. P&T files are submitted to president.
Wednesday, March 20, 2024	Deadline for any University P&T appeals committee to submit its recommendation regarding an appeal case to the president.
Thursday, April 25, 2024	The president's decision is uploaded to WorkFlow and is forwarded to the UHS for BOR approval. *