

## PROMOTION AND TENURE SCHEDULE (2020- 2021) UPDATED

Thursday, April 30, 2020	Deans provide Provost 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 (note- assistant professors going up early must request provost approval to go up early, see promotion and tenure policy section 3.3.2), (3) any associate professors or professors going up for tenure and (4) a list of assistant professors requesting a COVID-19 extension of their probationary period. Deans should confirm eligibility of all requests being forwarded.
Monday, May 4, 2020	Provost office approves the final list of candidates going up for P&T in 2020-21 and those assistant professors being granted an additional probationary year due to the COVID-19 pandemic. Candidates requesting the addition of a faculty member from across campus submits request to dean in writing.
Monday, May 18, 2020	Each college provides provost office a list of PRC 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.
Friday, May 22, 2020	Candidates receive access to the 2020-21 P&T workflow. Candidates for Promotion and Tenure submit a list of at least five external reviewers to Department Chair.
Friday, <del>June 5,</del> June 17, 2020	Candidates for Promotion and Tenure provides external review packet to the appropriate department chair (HSH, COE) or associate dean (CSE, COB).
Friday, June 19, 2020	Appropriate department chair or associate dean sends external evaluation file to P&T candidate's outside reviewers.
Monday, September 14, 2020	Candidates for Promotion and Tenure must submit their Promotion and Tenure Document in the 2020-21 P&T workflow. Promotion and Tenure deadline for receipt of outside reviewer evaluations.
Friday, September 18, 2020	Deadline for appropriate department chair or associate dean to upload the external review documentation into workflow and submit the candidate's P&T file to the PRC committee. This represents the deadline for external review letters to be received.
Friday, October 23, 2020	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.

Wednesday, November 25, 2020	Deadline for the department chair to complete his/her review, upload the recommendation letter into workflow, record a recommendation for teaching, scholarship and service and forward (submit) the P&T file to the candidate.
Friday, December 4, 2020	Deadline for candidate's 5 business day window to review his/her 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.
Friday, January 8, 2021	Deadline for dean to complete his/her review, upload the recommendation letter into workflow, record a recommendation for teaching, scholarship and service and forward (submit) the P&T file to the candidate.
Friday, January 15, 2021	Deadline for candidate's 5 business day window to review his/her 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.
Friday, February 5, 2021	Deadline for University Promotion and Tenure Committee (UPTC) members to submit their pre-meeting votes for P&T cases to the Provost Office
Monday, February 8, 2021	UPTC meeting to review and vote on P&T cases.
Monday, February 15, 2021	Deadline for provost to provide candidates with UPTC decision letter. Candidate has five business days (deadline 2/22/21) to inform provost of intent to appeal P&T decision of UPTC. P&T files are submitted to President.
Monday, March 20, 2021	Deadline for any University P&T appeals committee to submit its recommendations regarding an appeal case to the president.
April 20*	The president's decision letter is forwarded to the UHS for BOR approval.