P&T Dates for 2018-19 Process:

Last revised on February 7, 2018; approved on February 7, 2018.

Timeline for the Faculty and Department Chairs/P&T Committees:

1. **February 15, 2018**: Departments elect their P&T committees to serve through the 2018-19 tenure and promotion process. Departments forward the names of their membership for the College P&T Committee to the College Office of Faculty Affairs.

2. **March 1, 2018**: Each potential promotion and/or tenure candidate submits their CV, Research and Teaching Statements, and potential lists of reviewers to the Department Chair and Department P&T Committee for review. Candidates seeking early consideration must be approved by the Dean prior to this date. (Departments may choose to request additional materials, depending on their internal processes.)

3. **March 14, 2018**: Department P&T Committee provides feedback to each candidate and Department Chair on the quality and accuracy of their CVs, Research and Teaching Statements, and Summary of Accomplishments; they also provide feedback on the appropriateness of the reviewers.

4. **March 21, 2018**: Based on feedback from the Department P&T Committee, each candidate provides an updated CV, Research and Teaching Statements, and potential reviewers lists to P&T Committee and Department Chair.

5. **March 28, 2018**: It is recommended that departments conduct a straw voting process for potential candidates to aid in making collective decisions on the readiness for tenure and/or promotion.

6. **April 2, 2018**: Each candidate submits (1) finalized CV, (2) Research and Teaching Statements, and (3) proposed list of reference providers with detailed contact information to the Department Chair and Department P&T Committee.

7. **April 27, 2018**: For each candidate Department Chair sends out reference requests to at least 5 reference providers; and sends a copy of the faculty CV to the College Office of Faculty Affairs for the record. This is the freeze date for the CV. Any further changes or additions must be communicated through supplementary material or letters from the Chair, the Dean and/or the candidate but the CV must not be changed in the binder. By submitting a candidate’s CV, a department confirms the candidate will be evaluated for promotion and/or tenure in 2018-19. No one can be added after this date. (Withdrawals are always permitted throughout the process.)

8. **July 15, 2018**: All reference letters should be received by the Chair.

9. **August 10, 2018**: By this date, completed faculty e-binders must be submitted to the Department Committee.

10. **August 31, 2018**: Department Committee submits faculty e-binders to the College Committee with department actions and Chair’s letter.
**Timeline for College P&T Committee and Dean**

11. **September 28th, 2018**: College Committee submits faculty e-binders to the Dean with P&T Committee recommendation;

12. **October 19th, 2018**: Dean prepares and submits recommendation letters for all faculty candidates to the appropriate university.