

COLLEGE OF ARTS AND SCIENCES
GENERAL PROMOTION AND TENURE TIMELINE

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| February, March | Chairs review faculty who are potential candidates for following year, request updated CV, discuss with departmental advisory committee |
| April 1 | Chairs respond to ADF, confirming P & T list for the coming academic year |
| May 1 | Chairs compile draft list of external reviewers for ADF review and approval |
| June | Packets are sent to external reviewers. |
| May-July | Chairs begin working with faculty members to build complete dossiers. |
| August-September | External letters due. |
| August-September | Complete dossier is assembled. |
| October | Internal department letters due to the chair. |
| November 1 | Chair's letter added and completed dossier submitted to the Dean's Office. |
| November | College advisory committee reviews dossiers |
| December | Dean and associate dean complete reviews. Dean writes letters |
| Early January | Dossiers due from dean's office to provost's office |
| Mid-January | Chairs are notified of college-level recommendations. |
| Early March | Completion of Academic Area Advisory Committees' consideration of dossiers. |
| Mid-April | Provost's recommendations received in the dean's office and disseminated to chairs. |
| Early May | Recommendations go to the Board of Trustees |