

COLLEGE OF ARTS AND SCIENCES	
GENERAL PROMOTION AND TENURE TIMELINE FOR FACULTY WITH OFF-CYCLE JANUARY START DATES	
February, March (Year 1)	Chairs review faculty who are potential candidates for following year, request updated CV, discuss with departmental advisory committee
March (Year 1)	Chairs discuss options with off-cycle January Start Date faculty members (Option A: coming up a semester “early” according to typical university timeline or Option B: coming up “on schedule” according to their January start date)
April 1 (Year 1)	Chairs respond to ADF, confirming P & T list for the coming academic year
Timeline for off-cycle January start date faculty who chose to come up off-cycle	
January (Year 2)	Chairs compile draft list of external reviewers for ADF review and approval
February (Year 2)	Chairs request and obtain outside letters and make available for faculty review. Chairs begin working with faculty members to build dossiers
March (Year 2)	Chairs request departmental faculty review letters
Mid-April (Year 2)	Departmental faculty review letters due to chairs
Early May (Year 2)	Chairs write letters
First week in May (Year 2)	Deadline for receipt of dossiers in dean’s office
Early to Mid-May (Year 2)	College advisory committee reviews dossiers
June (Year 2)	Dean and associate deans complete reviews. Dean writes letters
Last week of July (Year 2)	Dossiers due from dean’s office to provost’s office
Late August (Year 2)	Completion of Academic Area Advisory Committees’ consideration of dossiers
Mid-September (Year 2)	Recommendations of Area Advisory Committees due in Provost’s Office
Mid-September (Year 2)	Provost’s recommendations received in dean’s office and disseminated to chairs
September (Year 2)	Recommendations go to Board of Trustees

Please Note: This timeline is an idealized best-case scenario and is dependent on many actions falling into place at an institution with a lot of 9-month faculty. For example, if there is not a committee in place with active membership the dossier could sit. In general, people try to move things along but people still look at the end of probationary period date as a critical deadline.