

2022-2023 Schedule of Reviews

Promotion & Tenure Reviews for Full-Time Tenure-Track Faculty and Promotion Reviews for Full-Time Non-Tenure-Track Faculty

August 10	Candidate submits portfolio to digital portfolio workflow
August 11 – September 2 10 calendar days**	Department P&T Committee Review Faculty Response Letter
September 13 – September 30 10 calendar days**	Department Chair Review Faculty Response Letter
October 11 – November 4 10 calendar days**	College Dean Review Faculty Response Letter
November 15 – December 16 10 calendar days**	College Committee Review (portfolios with any negative reviews or requests for additional review) Faculty Response Letter
November 18 – January 3	Provost Review (portfolios <u>without</u> any negative reviews or <u>no</u> requests for additional review) and Referral to College Committees as Needed
January 4 – January 20 10 calendar days**	College Committee Review as needed based on Provost's Requests Faculty Response Letter
February 10 calendar days**	Provost Recommendations (see note at end of document) Faculty Response Letter
March	President Decisions (see note at end of document)

The promotion & tenure review for department chairs, deans and other college administrators, and university administrators begins at the same time as the review for full-time tenure-track faculty and the promotion review for non-tenure track faculty, but the review parties are different.

***NOTE: All transactions in the electronic system must be completed by 11:59 p.m. on the deadline/due date.**

****See note on page 2.**

2022-2023 Schedule of Reviews (continued)

Pre-Tenure Reviews for Full-Time Tenure-Track Faculty

September 6	Candidate submits portfolio to digital portfolio workflow
September 7 – September 30 10 calendar days**	Department P&T Committee Review Faculty Response Letter
October 11 – November 4 10 calendar days**	Department Chair Review (see note at end of document) Faculty Response Letter
November 15 – December 16 10 calendar days**	College Dean Review (see note at end of document) Faculty Response Letter

The pre-tenure review for department chairs, deans and other college administrators, and university administrators begins at the same time as pre-tenure review for full-time tenure-track faculty, but the review parties are different.

Post-Tenure Reviews for Full-Time Tenured Faculty

October 3	Candidate submits portfolio to digital portfolio workflow
October 4 – November 11 10 calendar days**	College PTR Committee Review Faculty Response Letter
November 22 – January 20 10 calendar days**	College Dean Review (see note at end of document) Faculty Response Letter
January 31 – February 27 10 calendar days**	Chairs of Department P&T Committees Review as Needed (upon requests for additional review) Faculty Response Letter

Post-tenure review is only for tenured faculty with no major administrative roles.

****Note:** Within 10 calendar days from the date of Advance of each review recommendation, the faculty member has the right to respond to the committee's or administrator's recommendation and justifications by submitting a letter written by the faculty member to the reviewing committee or administrator for the information of the next level of review. The faculty member will place the response letter into the digital portfolio workflow. The response letter should address the interpretation of the information in the portfolio but it should not include new evidence to be considered in the review process. The reviewer (committee or administrator) does not respond to this letter.

***NOTE:** All transactions in the electronic system must be completed by 11:59 p.m. on the deadline/due date.