

The schedule of reviews for 2018-2019 will be done in the following order:

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

January 2 – January 26	Candidate notifies Department Chair of intent to submit portfolio during annual review process
January 29 – March 9	Department and Candidate decide on external letter writers as required; Department Chair sends request for external letters (template located on Faculty Affairs Website)
April 23 – May 4	Department Chair sends a reminder email to letter writers
July 1	Due date for external letters (if a letter is not received by this date, go to next letter writer on the list)
August 13	Candidate submits portfolio to digital portfolio workflow
August 14 – August 15	Department Chair uploads external letters in digital portfolio workflow
August 16 – September 7 September 7	Department P&T Committee Review Department P&T Committee Decision Letter Due to Faculty
September 10 – September 28 September 28	Department Chair Review (see note at end of document) Department Chair Decision Letter Due to Faculty
October 1 – October 26 October 26	College Dean Review (see note at end of document) College Dean Decision Letter Due to Faculty
October 29 – November 30 November 30	College Committee Review (portfolios with any negative reviews or requests for additional review) (see note at end of document) College Committee Decision Letter Due to Faculty (if applicable)
October 29 – January 4	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 7 – January 25 January 25	College Committee Review as needed based on Provost's Requests (see note at end of document) College Committee Decision Letter Due to Faculty (if applicable)
February – March	Provost Recommendations (see note at end of document)
February – March	President Decisions (see note at end of document)
April	Meet submission requirements to Board of Regents (for Records)

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.

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

September 10	Candidate submits portfolio to digital portfolio workflow
September 10 – October 5 October 5	Department P&T Committee Review Department P&T Committee Decision Letter Due to Faculty
October 8 – October 26 October 26	Department Chair Review (see note at end of document) Department Chair Decision Letter Due to Faculty
October 29 – November 30 November 30	College Dean Review (see note at end of document) College Dean Decision Letter Due to Faculty

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

September 28	Candidate submits portfolio to digital portfolio workflow
September 28 – October 26 October 26	College PTR Committee Review College PTR Committee Decision Letter Due to Faculty
October 29 – January 11 January 11	College Dean Review (see note at end of document) College Dean Decision Letter Due to Faculty
January 14 – February 15	Chairs of Department P&T Committees Review as Needed (upon requests for additional review)
February 15	Chairs of Department P&T Committee Decision Letter Due to Faculty (if applicable)

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

Note: Within 10 calendar days from the review decision at each level, the faculty member has the right to respond to a committee's or administrator's decision and justifications by submitting a letter written by the faculty to the reviewing committee or administrator and copied to the next level of review. This response will become part of the portfolio that will be forwarded to the subsequent levels of review. 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. The next level of review can begin its review earlier, but no decision can be made before the end of the optional faculty response deadline date.