

**\*NOTE: All transactions in the electronic system must be completed by 5:00 p.m. on the deadline/due date.**

**The schedule of reviews for 2019-2020 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 25	Candidate notifies Department Chair of intent to submit portfolio during annual review process
January 28 – March 8	Department and Candidate decide on external letter writers as required; Department Chair sends request for external letters (template located on Faculty Affairs Website)
April 22 – May 3	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 12	Candidate submits portfolio to digital portfolio workflow
August 13 – August 16	Department Chair uploads external letters in digital portfolio workflow
August 17 – September 6 September 6	Department P&T Committee Review Department P&T Committee Decision Letter Due to Faculty
September 7 – September 27 September 27	Department Chair Review (see note at end of document) Department Chair Decision Letter Due to Faculty
September 28 – October 25 October 25	College Dean Review (see note at end of document) College Dean Decision Letter Due to Faculty
October 26 – November 22 November 22	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 26 – 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 24 January 24	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 9	Candidate submits portfolio to digital portfolio workflow
September 10 – October 4 October 4	Department P&T Committee Review Department P&T Committee Decision Letter Due to Faculty
October 5 – October 25 October 25	Department Chair Review (see note at end of document) Department Chair Decision Letter Due to Faculty
October 26 – November 22 November 22	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 23	Candidate submits portfolio to digital portfolio workflow
September 24 – October 25 October 25	College PTR Committee Review College PTR Committee Decision Letter Due to Faculty
October 26 – January 10 January 10	College Dean Review (see note at end of document) College Dean Decision Letter Due to Faculty
January 11 – February 14	Chairs of Department P&T Committees Review as Needed (upon requests for additional review)
February 14	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.