

P&T Calendar 2024: Calendar Dates are Subject to Change

Date	Task	Responsible	Candidate Action			
			FRA	Mid-tenure review	Promotion/tenure	Assoc/Full
1 March	Candidates for promotion identified by <u>eligibility of</u> candidates (yrs at rank) and/or faculty request	EMT Admin/Faculty	No action			
15 April	Eligible candidates asked for PD and current CV for P&T committee evaluation	P&T chair	All candidates receive request for PD and current CV (given current CAS template)			
30 April	P&T committee reviews PD and CVs to identify candidates to go forward; Prime faculty reviewer identified	P&T committee	No action, unless PD not signed or out of date			
1 May- 31 May	Candidates update CVs (format according to guidelines) and work with Department Head if PD needs to be updated	Candidate, EMT DH	All candidates receive request for PD and current CV (given current CAS template)			
1 June	PDs and CVs reviewed by committee - any remaining issues identified; vote on final list of candidates to go forward for external letters	P&T committee	No action			
15 June	Candidates submit candidate's statement; works with front office to format CV into final form; provides their list of reviewers, COI list, and do-not-ask list, advocate assists identifying additional reviewers. Candidates : sign wavier.	Candidate, EMT, P&T chair, prime faculty reviewer	creates candidates statement	creates candidates statement	creates candidates statement, makes list of reviewers, COI list, and do-not-ask list	creates candidates statement, makes list of reviewers, COI list, and do-not-ask list
27 June	Submission of the names and ID numbers of candidates and their promotion rank to Dean's office (Loreta Austin)	EMT Admin	No action			
July	The P&T chair (with front office assistance) contacts reviewers, asking for letters (due 17 Sept).	P&T chair, EMT	No action			
1 July	Review of candidate's statements suggestions to candidate	P&T committee	No action needed			
22 July	Final updated CV, PD, and candidate's statement due to P&T chair to send to external reviewers; signed wavier sent to P&T chair	P&T chair	Make any requested updates			

1 August	CV, PD, and candidate's statement go to external reviewers. Candidates told they can provide updates through (14 Oct).	P&T chair	Can prepare updated version of CV
15 August	Peer-teaching committee provides their letter to the candidate for inclusion in the dossier. (Not applicable for FRA)		No action needed
1st week Sept	Reviewers receive first reminder letter.	P&T chair	
15 Sept	Reviewers receive second reminder letter, if necessary.	P&T chair	
Early October	P&T chair receives last of external reviewer letters.	P&T chair	
14 October	P&T committee meets to discuss complete dossiers. Advocate begins to assemble a draft letter	P&T	
End October	Sub-committee writes evaluations, using draft letter created by advocate	P&T	
3 November	Committee meets, if necessary.	P&T	
Mid-November	Eligible committee members sign and Committee forwards evaluations to Department Head.	P&T chair	
November 30	Department head forwards package to Dean's office. (goes to Loretta Austin). Will receive comments and revisions.	EMT	
December 21	Final dossiers (with any corrections) due back to Dean's office (Loretta Austin). Include: high-quality (at least 300 dpi) photo and short bio in Word format, 100 words or less in paragraph form (no bullets or PDFs) of candidates	EMT	No action needed
May 2025	CAS announces decisions	CAS	