

## 2023-2024 Schedule of Reviews

<b>Promotion and/or Tenure Reviews for Full-Time Tenure-Track Faculty and Promotion Reviews for Full-Time Non-Tenure-Track Faculty (This schedule of review applies to all teaching faculty, college-level administrators, and university-level administrators.)</b>	
May 1	Candidate submits materials and external letter writer names to digital portfolio workflow if applicable
May	Chair requests external letters if applicable
July 1	External Letters Due
August 1	Department Chair advances external letters
August 9	Candidate submits portfolio to digital portfolio workflow
August 10 – September 1 10 calendar days**	Department P&T Committee Review Faculty Response Letter
September 12 – September 29 10 calendar days**	Department Chair Review Faculty Response Letter
October 10 – November 3 10 calendar days**	College Dean Review Faculty Response Letter
November 14 – December 8 10 calendar days**	College Committee Review (portfolios with any negative reviews) Faculty Response Letter
November 14 – January 19	Provost Review (portfolios <u>without</u> any negative reviews or <u>no</u> requests for additional review) and Referral to College Committees as Needed
December 9 – December 22 10 calendar days**	College Committee Review as needed based on Provost's Requests Faculty Response Letter
January 19 10 calendar days**	Provost Recommendations Faculty Response Letter
January 30 – February 20	President Review
February 20	President Decisions

**Promotion and/or Tenure Reviews for Full-Time Tenure-Track Faculty and Promotion Reviews for Full-Time Non-Tenure-Track Faculty (This schedule of review applies to all department chairs/school directors.)**

May 1	Candidate submits materials and external letter writer names to digital portfolio workflow if applicable
May	Chair of Committee of Department Chairs/School Directors requests external letters if applicable
July 1	External Letters Due
August 1	Department Chair advances external letters
August 9	Candidate submits portfolio to digital portfolio workflow
August 10 – September 1 10 calendar days**	Department P&T Committee Review Faculty Response Letter
September 12 – September 29 10 calendar days**	Committee of Department Chairs/School Directors Review Faculty Response Letter
October 10 – November 3 10 calendar days**	College Dean Review Faculty Response Letter
November 14 – December 8 10 calendar days**	College Committee Review (portfolios with any negative reviews) Faculty Response Letter
November 14 – January 19	Provost Review (portfolios <u>without</u> any negative reviews or <u>no</u> requests for additional review) and Referral to College Committees as Needed
December 9 – December 22 10 calendar days**	College Committee Review as needed based on Provost’s Requests Faculty Response Letter
January 19 10 calendar days**	Provost Recommendations Faculty Response Letter
January 30 – February 20	President Review
February 20	President Decisions

**Promotion and Post-Tenure Review for Full-Time Tenured Faculty  
(This schedule of review applies to all tenured faculty not serving on a faculty ranked administrator contract.)**

May 1	Candidate submits materials and external letter writer names to digital portfolio workflow if applicable
May	Chair requests external letters if applicable
July 1	External Letters Due
August 1	Department Chair advances external letters
August 9	Candidate submits portfolio to digital portfolio workflow
August 10 – August 25 10 calendar days**	Department P&T Committee Review for Promotion Only Faculty Response Letter
September 6 – September 22 10 calendar days**	Department Chair Review for Promotion and Post-Tenure Review Faculty Response Letter
October 3 - 20 10 calendar days**	College Committee for Post-Tenure Review Only Faculty Response Letter
October 31 – November 17 10 calendar days**	College Dean Review for Promotion and Post-Tenure Review Faculty Response Letter
November 28 – December 8 10 calendar days**	College Committee Review for Promotion Only (portfolios with any negative promotion reviews) Faculty Response Letter
November 28 – January 19	Provost Review for Promotion and Post-Tenure Review (portfolios <u>without</u> any negative promotion reviews) and Referral to College Committees as Needed
December 9 – December 22 10 calendar days**	College Committee Review for Promotion Only (as needed based on Provost's Requests) Faculty Response Letter
January 19 10 calendar days**	Provost Recommendations for Promotion and Post-Tenure Review Faculty Response Letter
January 30 – February 20	President Review for Promotion and Post-Tenure Review
February 20	President Decisions

<b>Post-Tenure Reviews for Full-Time Tenured Faculty</b> <b>(This schedule of review applies to all tenured faculty not serving on a faculty ranked administrator contract.)</b>	
August 9	Candidate submits portfolio to digital portfolio workflow
August 10 – September 1	Department Chair Review
10 calendar days**	Faculty Response Letter
September 12 – September 29	College Committee Review
10 calendar days**	Faculty Response Letter
November 14 – December 8	College Dean Review
10 calendar days**	Faculty Response Letter
December 9 – December 22	Provost Review
10 calendar days**	Faculty Response Letter
January 19	President Decisions

<b>Pre-Tenure Reviews for Full-Time Tenure-Track Faculty</b>	
August 9	Candidate submits portfolio to digital portfolio workflow
September 12 – September 29	Department P&T Committee Review
10 calendar days**	Faculty Response Letter
October 10 – November 3	Department Chair Review
10 calendar days**	Faculty Response Letter
December 9 – December 22	College Dean Review
10 calendar days**	Faculty Response Letter

**\*Note:** All submissions and transactions should be submitted by before 5:00 p.m. on the required due date in the electronic system to have access to technical support. While any transactions submitted by 11:59 p.m. on the due date will be deemed timely, no technical support will be available after 5:00 p.m. on the due date.

**\*\*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.