

## Calendar for External Reviews of Candidates for Promotion to Full Professor Consideration in Spring 2020

### Promotions effective August \*\*, 2020

<b>Deadline</b>	<b>Person(s) Responsible for completing Action Item.</b>	<b>Action Item</b>
Tuesday, April 7, 2020	College P&B	Consideration by College P&B for Promotion to Full Professor candidates.
Monday, June 3, 2019	Eligible Faculty	By this date, all eligible Associate Professors must notify the Chair, and Dean whether they wish to be considered for promotion.
Wednesday, August 28, 2019	Dept. Chair	The Chair will compile initial list of names (including rank, complete mailing addresses, e-mail addresses, phone and fax numbers) of outside evaluators, distinct from the names submitted by the candidate and send to the Dean for review and approval.
Wednesday, September 4, 2019	Dean	Approves and sends list to the Provost for approval with a copy to the Chair.  <i>Please send the original external review panel to the Office of Academic Administration. The Office of Academic Administration will then forward the original external review panel to the Provost.</i>
Wednesday, September 11, 2019	Provost	Review and approves list of reviewer names and sends it to the Dean.  <i>The Office of Academic Administration will also notify the Chair on re: Provost response to external review panel.</i>
Wednesday, September 25, 2019	Dean	Sends letters to reviewers for response by Monday, October 8, 2019.
Wednesday, October 2, 2019	Dept. Chair	The Chair will send notice of reviewers' responses to the Dean with a copy to the Provost for approval.  It is strongly recommended that the actual letters of solicitation be used. Please see <i>Revision of Early Tenure &amp; Promotion Letters of Invitation</i> and <i>Instruction to External Reviewers</i> documents posted in Faculty Resources → Academic Administration
Tuesday, October 8, 2019	Eligible Faculty	If a candidate's file contains fewer than four letters, and new letters can be solicited, then the candidate can send an amended list of reviewer's names and credentials to Chair.  (Action only occurs if candidate does not have sufficient reviewers).
Tuesday, October 15, 2019	Dean	Sends notice to Chair of final panel with a copy to the Provost.  <i>Please send revised external review panel to the Office of Academic Administration. The Office of Academic Administration will then forward the original external review panel to the Provost.</i>

**Please Note:** Effective immediately, Provost Christy authorizes and encourages the inclusion of a 'research statement' as an item that may also be included in the materials sent to reviewers.

Monday, October 21, 2019	Provost	Sends response on final panel to Dean.
Friday, October 25, 2019	Dean	Sends materials to reviewers for response by Thursday, January 16, 2020.  It is strongly recommended that the actual letters of solicitation be used. Please refer to the <i>Revision of Early Tenure &amp; Promotion Letters of Invitation</i> and <i>Instruction to External Reviewers</i> documents posted in Faculty Resources → Academic Administration
Thursday, January 23, 2020	Dean	Dean receives letters and notifies the Chair of letters received.

**All dates listed above are final deadlines for the process.**

**Please Note: Effective immediately, Provost Christy authorizes and encourages the inclusion of a 'research statement' as an item that may also be included in the materials sent to reviewers.**

## Calendar for External Reviews of Candidates for Tenure (includes Early Tenure) and Promotion to Associate Professor Consideration in Fall 2020

### Promotions to Associate Professor effective August \*\*, 2021;

#### Tenure & Early Tenure effective September 1, 2021

Deadline	Person(s) Responsible for completing Action Item.	Action Item
Tuesday, November 12, 2019	College P&B	Consideration by College P&B for candidates in the 6 <sup>th</sup> year (if on tenure-track).
Tuesday, November 26, 2019	Eligible Faculty	Candidate will submit list of names of outside reviewers to the Chair.
Tuesday, December 3, 2019	Dept. Chair	The Chair will compile initial list of names (including rank, complete mailing addresses, e-mail addresses, phone and fax numbers) of outside evaluators, distinct from the names submitted by the candidate and send to the Dean for review and approval.
Tuesday, December 10, 2019	Dean	Approves and sends list to the Provost for approval with a copy to the Chair.  <i>Please send the original external review panel to the Office of Academic Administration. The Office of Academic Administration will then forward the original external review panel to the Provost.</i>
Tuesday, December 17, 2019	Provost	Review and approves list of reviewer names and sends it to the Dean.  <i>The Office of Academic Administration will also notify the Chair on re: Provost response to external review panel.</i>
Friday, February 14, 2020	Dean	Sends letters to reviewers for response by Monday, March 2, 2020.
Friday, March 6, 2020	Dept. Chair	The Chair will send notice of reviewers' responses to the Dean with a copy to the Provost for approval.  It is strongly recommended that the actual letters of solicitation be used. Please see <i>Revision of Early Tenure &amp; Promotion Letters of Invitation</i> and <i>Instruction to External Reviewers</i> documents posted in Faculty Resources → Academic Administration
Friday, March 13, 2020	Eligible Faculty	If a candidate's file contains fewer than four letters, and new letters can be solicited, then the candidate can send an amended list of reviewer's names and credentials to Chair.  (Action only occurs if candidate does not have sufficient reviewers).

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Thursday, March 19, 2020	Dean	Sends notice to Chair of final panel with a copy to the Provost. <b><i>Please send revised external review panel to the Office of Academic Administration. The Office of Academic Administration will then forward the original external review panel to the Provost.</i></b>
Tuesday, March 24, 2020	Provost	Sends response on final panel to Dean.
Monday, March 30, 2020	Dean	Sends materials to reviewers for response by Friday, June 19, 2020.  It is strongly recommended that the actual letters of solicitation be used. Please refer to the <b><i>Revision of Early Tenure &amp; Promotion Letters of Invitation</i></b> and <b><i>Instruction to External Reviewers</i></b> documents posted in Faculty Resources → Academic Administration
Thursday, July 2, 2020	Dean	Dean receives letters and notifies the Chair of letters received.

**All dates listed above are final deadlines for the process.**

**Please Note: Effective immediately, Provost Christy authorizes and encourages the inclusion of a ‘research statement’ as an item that may also be included in the materials sent to reviewers.**