

# P&T Timeline

## Promotion & Tenure Related Tasks and Due Dates

	Fall			Winter		
	Oct	Nov	Dec	Jan	Feb	Mar
<b>Department ATC</b>						
	All dossiers due to the HR Manager in <b>October</b> - Date varies - check in with Dean's Office					<b>April/May</b> - Dea Report to colle
<b>Dean's Office HR</b>						
	<b>Oct. &amp; Nov.</b> - Final dossier compilation and sends to P&T Council. Dean reviews after Council		<b>Dec.</b> - Mandory cases due to AHR		<b>Feb.</b> - Non- Mandatory cases due to AHR	<b>Mar-</b> Affiliate Promotions are due
<b>Faculty member going up for promotion</b>						
<b>Faculty P&amp;T Council</b>						
	Faculty P&T Council meets weekly to review dossiers, starting with mandatory. They provide recommendations to the Dean via a formal vote and letter.					
<b>AHR/Provost's Office</b>						
			AHR and the Provost Office reviews. They may have further questions for the dept. They provide decisions weekly in no order. Decisions given by March.			



Spring			Summer		
Apr	May	Jun	Jul	Aug	Sep
Dean's Office will send out the Spring report information. Take care of any faculty votes.		May - Departments should be soliciting external letters		September - Departments should have most of the dossier assembled	
April-May - Dean's Office will compile mandatory cases and send out Spring report for more info					
Faculty should be discussing their promotion with dept. Chair		Faculty should be making sure their CVs are up to date and providing publication, research, teaching, and other information to ATC			Everything should be turned into ATC

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