

## TIMELINE OF PROMOTION AND TENURE PROCESS

MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	
<p><b>1 Spring Quarter</b> CoE HR will...</p> <ul style="list-style-type: none"> <li>• Provide departments with list of Asst Prof, and Research Asst Prof, and Assoc or Full Prof Tenure Track who, based on their hire date, may be mandatory P&amp;T cases for the following academic year,</li> <li>• Ask departments to inquire with faculty to determine who may be interested in submitting a non-mandatory case for review</li> <li>• Encourage departments to begin working on aspects of cases which take more lead time (e.g. soliciting letters of external evaluation, initiating faculty votes)</li> <li>• Provide departments with deadlines, resources, and updates relevant to P&amp;T processes</li> </ul>								<p><b>4 Autumn Quarter</b> Departments should submit all mandatory P&amp;T packages to CoE for distribution to and review by the P&amp;T Council.  P&amp;T Council begins review/recommendation process.</p>				
<p><b>2 Spring, Summer &amp; Early Autumn Quarter</b> Departments will...</p> <ul style="list-style-type: none"> <li>• Evaluate and report confirmed mandatory P&amp;T cases to CoE HR</li> <li>• Coordinate faculty votes (not possible during Summer Quarter)</li> <li>• Solicit letters of external evaluation (during Summer Quarter if possible)</li> <li>• Prepare, assemble &amp; copy contents of P&amp;T package</li> <li>• Departments submit final list of mandatory P&amp;T cases to CoE HR*</li> </ul>							<p><b>5 Late- Autumn Quarter</b> Departments should submit all non-mandatory P&amp;T packages to CoE for distribution to and review by the P&amp;T committee.  Dean's recommendations for mandatory P&amp;T cases are due to the Provost by December 15.</p>					
						<p><b>3 By Late-October</b> Departments submit a list of all non-mandatory P&amp;T cases to CoE HR</p>		<p><b>6 Early-Winter Quarter</b> Dean's recommendations for all non-mandatory P&amp;T cases are due to the Provost by February 1.</p>				

\* In general, P&T review for new appointments of faculty to higher ranks will occur during Autumn Quarter. Cases for new appointments to higher ranks that will begin late in the academic year can be reviewed by the P&T Council on an ad hoc basis.