

## Calendar for External Reviews of Candidates for Promotion to Full Professor Consideration in Spring 2021

### Promotions effective August \*\*, 2021

Deadline	Person(s) Responsible for completing Action Item.	Action Item
Tuesday, April 13, 2021	College P&B	Consideration by College P&B for Promotion to Full Professor candidates.
Monday, June 8, 2020	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 26, 2020	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 2, 2020	Dean	Approves and sends copy of the list to the Chair.
Wednesday, September 16, 2020	Dean	Sends letters to reviewers for response by <b>Thursday, September 24, 2020</b> .  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, October 2, 2020	Dean	The Dean will send notice of reviewers' responses to the Chair.
Friday, October 9, 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).
Wednesday, October 14, 2020	Dept. Chair	Sends amended list of reviewer's names and credentials to Dean.  (Action only occurs if candidate does not have sufficient reviewers).
Friday, October 16, 2020	Dean	Sends notice to Chair of final panel.
Friday, October 23, 2020	Dean	Sends materials to reviewers for response by <b>Wednesday, January 6, 2021</b> .  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
Wednesday, January 20, 2021	Dean	Dean receives letters and notifies the Chair of letters received.

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

**Please Note: The Provost and Senior Vice President for Academic Affairs 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 2021

### Promotions to Associate Professor effective August \*\*, 2022;

### Tenure & Early Tenure effective September 1, 2022

Deadline	Person(s) Responsible for completing Action Item.	Action Item
Tuesday, October 27, 2020	College P&B	Consideration by College P&B for candidates in the 6 <sup>th</sup> year (if on tenure-track).
Tuesday, November 24, 2020	Eligible Faculty	Candidate will submit list of names of outside reviewers to the Chair.
Tuesday, December 1, 2020	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 8, 2020	Dean	Approves and sends copy of the list to the Chair.
Monday, December 21, 2020	Dean	Sends letters to reviewers for response by <b>Wednesday, January 13, 2021</b> .  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
Wednesday, January 20, 2021	Dean	The Dean will send notice of reviewers' responses to the Chair.
Friday, January 29, 2021	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).
Friday, February 5, 2021	Dept. Chair	Sends amended list of reviewer's names and credentials to Dean.  (Action only occurs if candidate does not have sufficient reviewers).
Thursday, February 12, 2021	Dean	Sends notice to Chair of final panel.
Monday, March 1, 2021	Dean	Sends materials to reviewers for response by <b>Friday, April 23, 2021</b> .  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
Friday, May 14, 2021	Dean	Dean receives letters and notifies the Chair of letters received.

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

**Please Note: The Provost and Senior Vice President for Academic Affairs authorizes and encourages the inclusion of a 'research statement' as an item that may also be included in the materials sent to reviewers.**