

Calendar for External Reviews of Candidates for Promotion to Full Professor Consideration in Spring 2022

Promotions effective August 25, 2022

Deadline	Person(s) Responsible for completing Action Item.	Action Item
Tuesday, April 12, 2022	College P&B	Consideration by College P&B for Promotion to Full Professor candidates. The College P&B reviews the complete record of all candidates through Interfolio.
Monday, June 7, 2021	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 25, 2021	Dept. Chair	The Chair will compile initial list of names (including rank, complete mailing addresses, e-mail addresses, etc.) of external reviewers, distinct from the names submitted by the candidate and send to the Dean for review and approval.
Wednesday, September 1, 2021	Dean	Approves and sends copy of the list to the Chair.
Wednesday, September 15, 2021	Dean	Sends letters to reviewers for response by Thursday, September 23, 2021 . External reviewers are solicited through Interfolio. It is strongly recommended that the actual letters of solicitation be used. Please see <i>Revision of Early Tenure & Promotion Letters of Invitation and Instruction to External Reviewers</i> documents posted in Faculty Resources → Academic Administration
Friday, October 1, 2021	Dean	The Dean will send notice of reviewers' responses to the Chair.
Friday, October 8, 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. (<i>Action only occurs if candidate does not have sufficient reviewers</i>).
Wednesday, October 13, 2021	Dept. Chair	Sends amended list of reviewer's names and credentials to Dean. (<i>Action only occurs if candidate does not have sufficient reviewers</i>).
Friday, October 15, 2021	Dean	Sends notice to Chair of final panel.
Friday, October 22, 2021	Dean	Sends materials to reviewers for response by Wednesday, January 5, 2022 . Candidates review packets are sent to external reviewers through Interfolio.
Wednesday, January 19, 2022	Dean	Dean receives letters via Interfolio 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 2022

Promotions to Associate Professor effective August **, 2023;

Tenure & Early Tenure effective September 1, 2023

Deadline	Person(s) Responsible for completing Action Item.	Action Item
Tuesday, October 26, 2021	College P&B	Consideration by College P&B for candidates in the 6 th year (if on tenure-track). The College P&B reviews the complete record of all candidates through Interfolio.
Tuesday, November 23, 2021	Eligible Faculty	Candidate will submit list of names of external reviewers to the Chair.
Wednesday, December 1, 2021	Dept. Chair	The Chair will compile initial list of names (including rank, complete mailing addresses, e-mail addresses, etc.) of external reviewers, distinct from the names submitted by the candidate and send to the Dean for review and approval.
Wednesday, December 8, 2021	Dean	Approves and sends copy of the list to the Chair.
Monday, December 20, 2021	Dean	Sends letters to reviewers for response by Wednesday, January 12, 2022 . External reviewers are solicited through Interfolio. It is strongly recommended that the actual letters of solicitation be used. Please see <i>Revision of Early Tenure & Promotion Letters of Invitation</i> and <i>Instruction to External Reviewers</i> documents posted in Faculty Resources → Academic Administration
Wednesday, January 19, 2022	Dean	The Dean will send notice of reviewers' responses to the Chair.
Friday, January 28, 2022	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. (<i>Action only occurs if candidate does not have sufficient reviewers</i>).
Friday, February 4, 2022	Dept. Chair	Sends amended list of reviewer's names and credentials to Dean. (<i>Action only occurs if candidate does not have sufficient reviewers</i>).
Thursday, February 10, 2022	Dean	Sends notice to Chair of final panel.
Monday, February 28, 2022	Dean	Sends materials to reviewers for response by Friday, April 22, 2022 .
Friday, May 13, 2022	Dean	Dean receives letters via Interfolio 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.