

Calendar for External Reviews of Candidates for Promotion to Full Professor Consideration in Spring 2023

Promotions effective August **, 2023

Deadline	Person(s) Responsible for completing Action Item.	Action Item
Tuesday, April 18, 2023	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 6, 2022	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 24, 2022	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, August 31, 2022	Dean	Approves and sends copy of the list to the Chair.
Wednesday, September 14, 2022	Dean	Sends letters to reviewers for response by Thursday, September 22, 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 and Instruction to External Reviewers</i> documents posted in Faculty Resources → Academic Administration
Friday, September 30, 2022	Dean	The Dean will send notice of reviewers' responses to the Chair.
Friday, October 7, 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>).
Wednesday, October 12, 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>).
Friday, October 14, 2022	Dean	Sends notice to Chair of final panel.
Friday, October 21, 2022	Dean	Sends materials to reviewers for response by Wednesday, January 4, 2023 . Candidates review packets are sent to external reviewers through Interfolio.
Wednesday, January 18, 2023	Dean	Dean receives letters via Interfolio and notifies the Chair of letters received.

All dates listed above are final deadlines for the process.

Calendar for External Reviews of Candidates for Tenure (includes Early Tenure) and Promotion to Associate Professor Consideration in Fall 2023

Promotions to Associate Professor effective August **, 2024;

Tenure & Early Tenure effective September 1, 2024

Deadline	Person(s) Responsible for completing Action Item.	Action Item
Tuesday, October 25, 2022	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 22, 2022	Eligible Faculty	Candidate will submit list of names of external reviewers to the Chair.
Wednesday, November 30, 2022	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 7, 2022	Dean	Approves and sends copy of the list to the Chair.
Tuesday, December 20, 2022	Dean	Sends letters to reviewers for response by Wednesday, January 11, 2023 . 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 18, 2023	Dean	The Dean will send notice of reviewers' responses to the Chair.
Friday, January 27, 2023	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 3, 2023	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 9, 2023	Dean	Sends notice to Chair of final panel.
Monday, February 27, 2023	Dean	Sends materials to reviewers for response by Thursday, April 20, 2023 .
Friday, May 12, 2023	Dean	Dean receives letters via Interfolio and notifies the Chair of letters received.

All dates listed above are final deadlines for the process.