

## Calendar for External Reviews of Candidates for Promotion to Full Professor Consideration in Spring 2024

### Promotions effective August \*\*, 2024

Deadline	Person(s) Responsible for completing Action Item.	Action Item
<b>Tuesday, April 16, 2024</b>	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.
<b>Monday, June 5, 2023</b>	Eligible Faculty	By this date, all eligible Associate Professors must notify the Chair, and Dean whether they wish to be considered for promotion.
<b>Wednesday, August 23, 2023</b>	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.
<b>Wednesday, August 30, 2023</b>	Dean	Approves and sends copy of the list to the Chair.
<b>Wednesday, September 13, 2023</b>	Dean	Sends letters to reviewers for response by <b>Thursday, September 21, 2023</b> . 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 &amp; Promotion Letters of Invitation and Instruction to External Reviewers</i> documents posted in Faculty Resources → Academic Administration
<b>Friday, September 29, 2023</b>	Dean	The Dean will send notice of reviewers' responses to the Chair.
<b>Friday, October 6, 2023</b>	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> ).
<b>Wednesday, October 11, 2023</b>	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> ).
<b>Friday, October 13, 2023</b>	Dean	Sends notice to Chair of final panel.
<b>Friday, October 20, 2023</b>	Dean	Sends materials to reviewers for response by <b>Wednesday, January 3, 2024</b> . Candidates review packets are sent to external reviewers through Interfolio.
<b>Wednesday, January 17, 2024</b>	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 2024

### Promotions to Associate Professor effective August \*\*, 2025;

#### Tenure & Early Tenure effective September 1, 2025

Deadline	Person(s) Responsible for completing Action Item.	Action Item
Tuesday, October 24, 2023	College P&B	Consideration by College P&B for candidates in the 6 <sup>th</sup> year (if on tenure-track). The College P&B reviews the complete record of all candidates through Interfolio.
Tuesday, November 21, 2023	Eligible Faculty	Candidate will submit list of names of external reviewers to the Chair.
Wednesday, November 29, 2023	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 6, 2023	Dean	Approves and sends copy of the list to the Chair.
Tuesday, December 19, 2023	Dean	Sends letters to reviewers for response by <b>Wednesday, January 10, 2024</b> . 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 &amp; Promotion Letters of Invitation</i> and <i>Instruction to External Reviewers</i> documents posted in Faculty Resources → Academic Administration
Wednesday, January 17, 2024	Dean	The Dean will send notice of reviewers' responses to the Chair.
Friday, January 26, 2024	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 2, 2024	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 8, 2024	Dean	Sends notice to Chair of final panel.
Monday, February 26, 2024	Dean	Sends materials to reviewers for response by <b>Thursday, April 18, 2024</b> .
Friday, May 10, 2024	Dean	Dean receives letters via Interfolio and notifies the Chair of letters received.

All dates listed above are final deadlines for the process.