



## Calendar for External Reviews of Candidates for Tenure and Promotion to Associate Professor Consideration in Fall 2024

*\*Please note: This external review calendar only pertains to faculty on the tenure track for consideration in their 6<sup>th</sup> year of service who wish to seek a one-year extension based on the circumstances of the spring 2020 semester and must apply to their college provost by February 1 of the spring semester preceding their fall tenure review.*

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

#### Tenure effective September 1, 2025

Deadline	Person(s) Responsible for completing Action Item.	Action Item
<b>Tues., October 24, 2023</b>	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.
<b>Thurs., February 1, 2024</b>	Provost	Provost will decide on the COVID related tenure clock extension.
<b>Mon., February 5, 2024</b>	Eligible Faculty	Candidate will submit list of names of external reviewers to the Chair.
<b>Mon., February 12, 2024</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>Tues., February 20, 2024</b>	Dean	Approves and sends copy of the list to the Chair.
<b>Tues., February 27, 2024</b>	Dean	Sends letters to reviewers for response by <b>Tuesday, March 12, 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
<b>Tues., March 26, 2024</b>	Dean	The Dean will send notice of reviewers' responses to the Chair.
<b>Tues., April 2, 2024</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>Wed., April 10, 2024</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>Wed., April 17, 2024</b>	Dean	Sends notice to Chair of final panel.
<b>Wed., May 1, 2024</b>	Dean	Sends materials to reviewers for response by <b>Wednesday, May 22, 2024</b>
<b>Mon., June 3, 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.