PROMOTION AND TENURE DEADLINES

Dates by Academic Year (**<u>If the date falls on the weekend the due date is the Friday before</u>**):

September 15 – By this date student letters and external evaluation letters must have been received by the department. The candidate's dossier must be received in the Senior Associate Dean's office for a preliminary review.

October 1 – By this date department meetings to consider and vote on P&T candidates must have been held.

October 15 – By this date complete, final dossiers for P&T candidates must have been received in the Dean's office. NO additions are allowed beyond this date without permission from the Senior Associate Dean. Dossiers are available only to members of the appropriate Dedman P&T advisory committees.

March 17 – By this date department chairs must have provided the Senior Associate Dean with a list of ten external reviewers with brief (web-obtained) CVs.

April 8 – By this date a final list of six reviewers must be agreed upon.

May 15 – By this date candidates must have provided department chairs with a complete, final set of documents to be sent to external reviewers.

June 1 – By this date departments must have sent the appropriate materials to the external reviewers and must have begun soliciting student letters. It is recommended that all students who took courses with the candidate be solicited. A second solicitation is recommended in August.

Dates by Calendar Year (**These are the same dates as above but given in calendar year order**):

March 17 – By this date department chairs must have provided the Senior Associate Dean with a list of ten external reviewers with brief (web-obtained) CVs.

April 8 – By this date a final list of six reviewers must be agreed upon.

May 15 – By this date candidates must have provided department chairs with a complete, final set of documents to be sent to external reviewers.

June 1 – By this date departments must have sent the appropriate materials to the external reviewers and must have begun soliciting student letters. It is recommended that all students who took courses with the candidate be solicited. A second solicitation is recommended in August.

September 15 – By this date student letters and external evaluation letters must have been received by the department. The candidate's dossier must be received in the Senior Associate Dean's office for a preliminary review.

October 1 – By this date department meetings to consider and vote on P&T candidates must have been held.

October 15 – By this date complete, final dossiers for P&T candidates must have been received in the Dean's office. NO additions are allowed beyond this date without permission from the Senior Associate Dean. Dossiers are available only to members of the appropriate Dedman P&T advisory committees.