COLLEGE OF ENGINEERING

Promotion and Tenure Schedule
Academic Year 2018-19
Subject to change; last modified 8/3/18

March 1, 2018	Candidates must notify Unit Head with copy to the Associate Dean in charge of faculty affairs (Dr. Lily Wang), if planning to submit a non-mandatory case (e.g. early tenure/promotion to associate cases, or promotion to full cases).
March	Unit Chair, Unit P&T Committee and candidate collaborate to determine roster of external reviewers; external reviewers selected and contacted.
April 30	The candidate's electronic abridged promotion and tenure document (per COE P&T Documentation Guidelines) must be submitted by **5:00 p.m.** on this date to the Unit, with copy to the Associate Dean in charge of faculty affairs (Dr. Lily Wang). Non-mandatory cases received after this deadline will not be accepted.
May 15	Verification of candidate's electronic abridged promotion and tenure document completed by unit committees
Late May	Candidate's verified electronic abridged promotion and tenure document sent to external reviewers
Early August	All external review letters received
Fri. August 20	Candidates submit a complete version of their P&T dossier to Unit P&T Committee for review
September	College of Engineering P&T Committee convenes organizational meeting.
Fri. Sept 28	Unit P&T Committee recommendations including reconsideration, if applicable, completed
Fri. Oct 19	Unit administrator recommendations including reconsideration, if applicable, completed
Fri. Oct 19	Promotion and tenure material from the unit is due in the Dean's office. All promotion and tenure material, both hard copy and electronic as prescribed in the COE P&T Documentation Guidelines, must be submitted by **5:00 p.m.** on this date. Cases not submitted by the deadline may not be considered at the discretion of the COE P&T Committee. Files will be reviewed by the Dean's Office for completeness.
Fri. Nov 2	Candidates' electronic files made available to College P&T Committee
Fri. Nov 30	College of Engineering P&T Committee recommendation meeting for all cases [114D Othmer, 11:30 AM – 5:30 PM]
Mon. Dec 3	Additional time for College of Engineering P&T Committee recommendation meeting (as needed) [TBD, 2 PM – 4 PM]
Mon. Dec 17	College of Engineering P&T Committee recommendation meeting for all cases involving reconsideration (as needed) [TBD, 9 AM – 2 PM]

***Dates set by Executive Vice-Chancellor's Office*

January 24, 2019**	'Target date' for promotion cases and other cases involving tenure to be submitted to the Executive Vice Chancellor's office with Dean's recommendation
February 21**	'Target date' for promotion cases not involving tenure to be submitted to the Executive Vice Chancellor's Office with Dean's recommendation

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