



COLLEGE OF ENGINEERING

Promotion and Tenure Schedule Academic Year 2020-21

Subject to change; last modified 2/3/2020

Mon. March 2, 2020 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-April Unit Chair, Unit P&T Committee and candidate collaborate to determine roster of external reviewers; external reviewers selected and contacted.

Thurs. 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.

Suggested by May 15 Verification of candidate's electronic abridged promotion and tenure document completed by unit committees

Suggested by late May Candidate's verified electronic abridged promotion and tenure document sent to external reviewers

Early August All external review letters received

Fri. August 14 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.

Suggested by Fri. Sept. 11 Unit P&T Committee initial review letter completed and given to candidate. The candidate has five full working days from the date of the initial letter to request in writing to the Unit P&T committee chairperson for reconsideration.

Suggested to Schedule between Sept. 22-29 Unit P&T Committee reconsideration meeting scheduled (at least 7 full working days from date of initial letter)

Suggested by Thurs. Oct. 1 Unit P&T Committee recommendations including reconsideration, if applicable, completed

Suggested by Mon. Oct. 5 Unit administrator initial review letter completed and given to candidate. The candidate has five full working days from the date of the initial letter to request in writing to the Unit administrator for reconsideration.

Suggested to Schedule during Week of Oct. 12 Unit administrator reconsideration meeting scheduled

By Fri. Oct 16	Unit administrator recommendations including reconsideration, if applicable, completed
Fri. Oct 16	<u>Promotion and tenure material from the unit is due in the Dean's office.</u> 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. Oct 30	Candidates' electronic files made available to College P&T Committee
Fri. Nov 20*	College of Engineering P&T Committee recommendation meeting for all cases [114D Othmer, TBD]
Mon. Nov 23*	Additional time for College of Engineering P&T Committee recommendation meeting (as needed) [TBD]
Mon. Dec 7*	College of Engineering P&T Committee recommendation meeting for all cases involving reconsideration (as needed) [location and time TBD]
January 22, 2021**	'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 19**	'Target date' for promotion cases not involving tenure to be submitted to the Executive Vice Chancellor's Office with Dean's recommendation