



COLLEGE OF ENGINEERING

Promotion and Tenure Schedule Academic Year 2024-25

Subject to change; last modified 1/15/2024

- By January 15, 2024** Candidates participate in the Peer Evaluation of Teaching following the COE Peer Evaluation of Teaching Procedure.
- Fri. March 1, 2024** Candidates must notify Unit Head with copy to the Associate Dean in charge of faculty affairs (Dr. Yusong Li), if planning to submit a non-mandatory case (e.g. early tenure/promotion to associate cases, promotion to full cases, of practice, or research faculty cases).
- March-April** Unit administrator, Unit P&T Committee and candidate collaborate to determine roster of external reviewers; external reviewers selected and contacted.
- Fri. April 26** 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. Yusong Li). Non-mandatory cases received after this deadline will not be accepted.
- Suggested by May 17** 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 by unit
- Mon. August 12** 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. 6** 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. 16-20** Unit P&T Committee reconsideration meeting scheduled (at least 7 full working days from date of initial letter), if applicable
- Suggested by Tues. Sept. 24** Unit P&T Committee recommendations including reconsideration, if applicable, completed
- Suggested by Tue. Oct. 1** 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. 7

Unit administrator reconsideration meeting scheduled

By Fri. Oct 18

Unit administrator recommendations including reconsideration, if applicable, completed

Fri. Oct 18

Promotion and tenure material from the unit is due in the Dean's office. All promotion and tenure materials prescribed in the COE P&T Documentation Guidelines, must be submitted via the [COE online P&T system](#) 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 1

Candidates' electronic files made available to College P&T Committee

Fri. Nov 15*

College of Engineering P&T Committee recommendation meeting for all cases [location TBD]

Mon. Nov 18*

Additional time for College of Engineering P&T Committee recommendation meeting (as needed) [TBD]

Wed. Dec 4*

College of Engineering P&T Committee recommendation meeting for all cases involving reconsideration (as needed) [location and time TBD]

Mon. Dec 16

College of Engineering P&T committee recommendations including reconsideration, if applicable, completed

February 10, 2025**

Expected deadline for promotion cases and any other cases involving tenure to be submitted to the Executive Vice Chancellor's office with Dean's recommendation.

March 10, 2025**

Expected deadline for promotion cases not involving tenure to be submitted to the Executive Vice Chancellor's Office with Dean's recommendation.