

**School of the Arts  
Provisional Promotion and Tenure Timetable  
Promotion & Tenure Schedule for 2022-2023**

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<b>March 4, 2022</b>	The Office of the Dean writes to those faculty members whose penultimate academic year for promotion and/or tenure is 2022-2023. Copies of the notification are given to the chairs of the departments affected.
<b>March 21, 2022</b>	Tenure-eligible, tenured and/or term faculty who desire to apply for promotion shall notify the appropriate administrator as of this date.
<b>April 4, 2022</b>	Department chair meets with candidate(s) by this date to provide guidelines on preparing promotion and tenure materials. Candidates are asked to present a list of suggested external reviewers by <b>April 18</b> . Candidates are informed that CVs and packets of supportive materials must be ready to be shared with the external evaluators by <b>May 13</b> .
<b>April 20, 2022</b>	Department chair appoints the Peer Review Committee(s) and notifies the candidate(s) of said appointments. A list of external reviewers is developed from both candidates' suggestions and the suggestions of the department chair and committee chair. This list is to be approved by the candidate and the department chair by <b>April 27</b> .
<b>April 27, 2022</b>	By this date, Peer Review Committees are charged by the appropriate administrator and the review process is initiated. Potential reviewers are contacted by the committee chair and confirmed by <b>May 9</b> .
<b>May 13, 2022</b>	A packet of appropriate supportive materials prepared by the candidate is sent to the external reviewers.
<b>August 22, 2022</b>	All candidates for promotion and/or tenure upload a complete set of supportive materials to their designated Google Drive Folder and notify their department chairs, the peer review chairs and the Dean's office. Google Drive access is transferred to the Peer Review Committee members. Materials include an up-to-date curriculum vita, as advised by the department, and other documentation in support of promotion and/or tenure. External reviewer's evaluations are received by the Peer Committee. The Peer Committee initiates the internal review process.
<b>October 7, 2022</b>	The Peer Review Committee submits all promotion and/or tenure materials, to the department chair, including a written report documenting the numerical results of a secret ballot for or against recommending for promotion and/or tenure by this date. Peer Review Committee Chair notifies the office of the Dean of their final upload. Google Drive folder access is transferred to the Department chair.
<b>October 21, 2022</b>	Department chair reviews and adds a recommendation, and <u>must</u> submit the entire file to the Dean's Office by this date. An email notification is sent to the Associate Dean for Faculty Affairs. The School P&T Committee initiates review processes.
<b>December 16, 2022</b>	School P&T Committee's final reports are forwarded to the Dean by this date. For each candidate's file, the committee enters a written report of its proceedings, including the results of a secret ballot recommending for or against promotion and/or tenure and the rationale for the recommendation.
<b>January 17, 2023</b>	By this date, the Dean has reviewed all reports and the file materials and added a recommendation.
<b>January 20, 2023</b>	Promotion/Tenure files are made available for candidates to review. If the decision is against promotion and/or tenure then, the Dean so informs the candidate. The candidate has ten (10) working days after notification to add a statement to the file.
<b>February 6, 2023</b>	Deans submit files and recommendations to the appropriate Senior Vice Provost (Candidate's written response to be included, if applicable)
<b>April, 2023</b>	Senior Vice Presidents submit files and recommendations to the President, who submits the recommendations to the Board of Visitors during the May 2023 meeting.