

**Dorothy F. Schmidt College of Arts and Letters  
Promotion and Tenure Calendar**

- January 15** Associate Professors notify their chairs if they are planning to apply to rank of Professor.
- June 1** Applicant's research/creative activity section should be complete for distributing for external review. Names of external reviewers must be finalized.
- September** (first Tuesday) Promotion and Tenure applicants file promotion and tenure dossiers in the department head's office; department head notifies the departmental P&T committee immediately.
- September** Department P&T Committee reviews and votes on dossiers, and sends results of the vote and other documentation as required by the department to the department head no later than **the third Friday in September**.
- September** Department head writes a recommendation, adds it to the dossier no later than **the third Friday in September**. Department head waits five days before sending the dossier to the dean to include any response from the candidate.
- October 1** Dean's Office receives the dossier and notifies the College P&T committee. If October 1<sup>st</sup> is a weekend day then the following Monday all materials are due to the Dean's office.
- October 1** Dean notifies the College P&T committee
- October 1-November 5** College P&T Committee reviews and votes on dossiers, and sends results of the vote and other documentation as required by the College to the Dean and copies the candidate no later than **November 5** (if this is a weekend day, then no later than the following Monday).
- November 12** Dean waits five days for any response; Dean writes a recommendation, adds it to the dossier,
- December** Dossiers due to the office of the Provost on date assigned by the Provost office.

