

FAU College of Education
2017-2018 Promotion & Tenure Calendar

Spring/Summer 2017	Department chairs consult with candidates for 2017-2018 P & T and Third Year Review in order to begin preparation of portfolios according to guidelines.
Spring/Summer 2017	Department chairs notify the Dean and Chair of P & T if there is a change in the department's representative to the P & T Committee.
Summer 2017	P & T candidates submit information electronically (name, rank sought, etc.) in June to Senior Secretary in Dean's Office for preparation of portfolio notebooks and labels.
Summer 2017	Department chairs and candidates organize internal and external reviews. Prepare portfolios. Portfolios are due at start of fall semester.
Summer 2017	Department chairs in consultation with the P & T representative establish the department's timeline for candidates to meet college and university deadlines.
Aug-Sept	Departments conduct review of Third Year Review portfolios. Department committee prepares letter for portfolio. Next, chair prepares letter for portfolio. Each department sets own time line and process to meet September 18 deadline.
Aug-Oct	Departments conduct review of P & T portfolios and vote. Faculty prepare a letter that includes the department vote. Next, the chair prepares a letter with a recommendation and the faculty vote. Allow 5 days for a candidate's right to respond to each letter prior to portfolio submission to Office of the Dean. Each department sets its own time line and process to meet October 20 deadline.
September 29	<i>Third Year Review portfolios due to Office of the Dean by 5:00 p.m.</i> (3rd Monday in September) [revised deadline due to Hurricane Irma]
September	COE P & T Committee convenes. Finalize meeting schedule for 2017-18
October 20	<i>P & T portfolios due to Office of the Dean by 5:00 p.m.</i>
November	P & T candidates interview with P & T Committee (appts scheduled with candidates)
November 17	P & T Committee letters due to Dean
December 8	<i>P & T portfolios due to Office of the Provost</i>
March 2018	University P & T Committee recommendations to the Provost
April 2018	Provost recommendations to the President
April 2018	Departments elect representative to COE P & T Committee for next year. Inform Dean and P & T Chair of election results.
May 2018	President certifies to FAU Board of Trustees that all procedures in University Regulation 5.006 (Tenure Procedures) have been followed.