



Dorothy F. Schmidt College of Arts and Letters
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MEMORANDUM

DATE: August 5, 2020

TO: Chairs and Directors

FROM: Michael J. Horswell, Dean
Dorothy F. Schmidt College of Arts & Letters

RE: Reminder of recommended and required deadlines for P&T, NTT, Third Year Review and SPE
2020-2021

Dates	Promotion and Tenure
August 28, 2020 <i>suggested date</i>	Interfolio packets complete and released for review to department
August 31 – September 25, 2020 <i>suggested dates</i>	Department P&T committee meets, reviews and votes on dossiers. Faculty members going up for Tenure and Promotion must be given 5 days to respond to the letter.
October 9, 2020 Firm deadline!	Interfolio packets released for College level review. Must include Chair's letter and all other required material as per the University P&T guidelines.
October 12 – October 30, 2020	College review process
November 2, 2020	Committee letter uploaded in interfolio and copy to faculty member. Faculty members going up for Tenure and Promotion must be given 5 days to respond to the letter.
November 9 – 20, 2020	Dean adds letters to inter folio
December 4, 2020	Interfolio packets released to Provost level
January 15, 2021	Associate to Full Names to College

Dates	Non-Tenure Track
October 2, 2020 <i>suggested due date can be earlier</i>	Promotion Interfolio due to department
October 5 – 23, 2020 <i>suggested due date</i>	Department review period
November 2, 2020	Interfolio packets complete & released for college review
November 2 – 20, 2020	College review process
November 23, 2020	Committee letter uploaded in interfolio and copy to faculty member. Candidate has 5 days to reply.
November 30 – December 11, 2020	Dean adds letter to Inter folio
January 8, 2021	Promotion interfolio packets released to Provost level

Dates	Third Year Review
January 8, 2021 <i>suggested due date can be earlier</i>	Interfolio packets complete and released for review to department
January 11 – February 5, 2021 <i>suggested dates</i>	Department committee meets, reviews and votes on dossiers. Faculty member must be given 5 days to respond to the letter.
February 19, 2021	Interfolio packets released for College level review. Must include Chair's letter and all other required material as per the University Third Year Review guidelines.
February 22 – March 12, 2021	College review process
March 15, 2021	Committee letter uploaded in interfolio and copy to faculty member. Candidate has 5 days to reply.
March 15 – 26, 2020	Dean adds letter to Inter folio

Dates	SPE
January 8, 2021 <i>suggested due date can be earlier</i>	Interfolio packets due to Chair
January 11 – February 26, 2021 <i>suggested dates</i>	SPE Department committee meets, reviews and evaluates on dossiers.
March 1, 2021	Interfolio packets released for Dean Review and final letter
April 12, 2021	SPE interfolio packets released to Provost level