



Dorothy F. Schmidt College of Arts and Letters
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MEMORANDUM

DATE: April 19, 2021

TO: Chairs and Directors

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

RE: Recommended and required deadlines: P&T, NTT, Third Year Review and SPE 2021-2022

Dates	Promotion and Tenure
August 30, 2021 <i>suggested date</i>	Interfolio packets complete and released for review to department.
August 30 – September 17, 2021 <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.
September 27, 2021 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.
September 27 – October 22, 2021	College review process.
October 25, 2021	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 2 – 19, 2021	Dean adds letters to interfolio. Faculty members going up for Tenure and Promotion must be given 5 days to respond to the letter.
December 3, 2021	Interfolio packets released to Provost level.
January 15, 2022	Associate to Full Names to College.

Dates	Non-Tenure Track
October 1, 2021 <i>suggested due date can be earlier</i>	Promotion Interfolio due to department.
October 4 – 22, 2021 <i>suggested due date</i>	Department review period. Candidate has 5 days to reply.
November 1, 2021 Firm deadline!	Interfolio packets complete & released for college review.
November 1 – 19, 2021	College review process.
November 22, 2021	Committee letter uploaded in interfolio and copy to faculty member. Candidate has 5 days to reply.
November 30 – December 10, 2021	Dean adds letter to Inter folio. Candidate has 5 days to reply.
January 7, 2022	Promotion interfolio packets released to Provost level.

Dates	Third Year Review
January 10, 2022 <i>suggested due date can be earlier</i>	Interfolio packets complete and released for review to department.
January 10 – February 4, 2022 <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 21, 2022	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 21 – March 18, 2022	College review process.
March 21, 2022	Committee letter uploaded in interfolio and copy to faculty member. Candidate has 5 days to reply.
March 30 – 22, 2022	Dean adds letter to Inter folio. Candidate has 5 days to reply.

Dates	SPE
January 10, 2022 <i>suggested due date can be earlier</i>	Interfolio packets due to Chair.
January 10 – February 25, 2022 <i>suggested dates</i>	SPE Department committee meets, reviews and evaluates on dossiers.
February 28, 2022	Interfolio packets released for Dean Review and final letter.
April 11, 2022	SPE interfolio packets released to Provost level.