



Dorothy F. Schmidt College of Arts and Letters
 Office of the Dean
 777 Glades Road
 Boca Raton, FL 33431
 tel: 561.297.3803
 fax: 561.297.2752

MEMORANDUM

DATE: August 3, 2017

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 and NTT for 2017-2018 – revised 9/14/17

Aug. 31, 2017 <i>suggested date</i>	TT P&T final dossiers to Dept. office; Chairs set NTT portfolio deadline for dept. review.	Recommended deadline
Aug. 31 – Sept. 27, 2017 <i>suggested dates</i>	Dept. P&T committee meets, reviews and votes on TT dossiers. Produces report/letter to chair.	Faculty members going up for Tenure and Promotion must be given 5 days to respond to the letter.
October 4, 2017 <i>suggested due date can be earlier</i>	P&T Department chair’s letter due to the faculty member	Faculty members going up for Tenure and Promotion must be given 5 days to respond to the letter.
Oct. 11, 2017	P&T packets due in Dean’s office firm deadline!	Must include Chair’s letter and all other required material as per the University P&T guidelines.
Nov. 6, 2017	NTT (Instructor) Promotion packets	due – Dean’s office
Oct. 3-Nov. 3, 2017:	Portfolio review of TT dossiers by College P&T Committee	
Nov. 10, 2017	P&T Committee TT letter to Dean, copied to candidate	Candidate has 5 days to reply
Nov. 4-Nov. 22, 2017	NTT dossier college review	
Nov. 29, 2017	Committee letter to Dean for NTT dossier	
Nov. 13 – Nov. 22, 2017	Dean adds letters to TT dossiers;	Candidate has 5 days to reply
Nov. 27-30, 2017	Dean adds letter to Instructor dossier	Candidate has five days to respond
Dec. 8, 2017	TT Portfolio with Dean’s letter to Provost	Firm deadline
Dec. 8, 2017	NTT Promotion packets to Provost	Firm deadline
Jan. 19, 2018	P & T Associate to Full	Submit names of all Associate Professors planning to apply for promotion in the Fall to the Dean’s office.