



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: September 17, 2019

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
2019-2020

Dates	Promotion and Tenure
August 30, 2019 <i>suggested date</i>	Interfolio packets complete and released for review to department
August 30 – September 27, 2019 <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 11, 2019 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 11- November 1, 2019	College review process
November 1, 2019	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 11 -22, 2019	Dean adds letters to inter folio
December 6, 2019	Interfolio packets released to Provost level
January 17, 2020	Associate to Full Names to College

Dates	Non-Tenure Track
October 4, 2019 <i>suggested due date can be earlier</i>	Promotion Interfolio due to department
October 4-25, 2019 <i>suggested due date</i>	Department review period
November 4, 2019	Interfolio packets complete & released for college review
November 4-20, 2019	College review process
November 22, 2019	Committee letter uploaded in interfolio and copy to faculty member. Candidate has 5 days to reply.
December 2 – 6, 2019	Dean adds letter to Inter folio
January 10, 2020	Promotion interfolio packets released to Provost level

Dates	Third Year Review
January 10, 2020 <i>suggested due date can be earlier</i>	Interfolio packets complete and released for review to department
January 10 – February 9, 2020 <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, 2020	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 6, 2020	College review process
March 9, 2020	Committee letter uploaded in interfolio and copy to faculty member. Candidate has 5 days to reply.
March 17-27, 2020	Dean adds letter to Inter folio

Dates	SPE
January 13, 2020 <i>suggested due date can be earlier</i>	Interfolio packets due to Chair
January 13 – February 28, 2020 <i>suggested dates</i>	SPE Department committee meets, reviews and evaluates on dossiers.
February 28, 2020	Interfolio packets released for Dean Review and final letter
April 24, 2020	SPE interfolio packets released to Provost level