FAU College of Education
2020-2021 Promotion & Tenure Calendar

Spring/Summer 2020	Department chairs consult with candidates for 2020-2021 P & T and Third Year Review in order to begin preparation of E-Portfolios according to guidelines.
Spring/Summer 2020	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 2020	P & T candidates submit information electronically (name, rank sought, etc.) in June to the Executive Secretary in Dean's Office so a "case" can be opened in Interfolio.
Summer 2020	Department chairs and candidates organize internal and external reviews. Prepare E-Portfolios which are due at start of fall semester.
Summer 2020	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 E-Portfolios. Department committee prepares letter for E-Portfolio. Next, chair prepares letter for E-Portfolio. Each department sets own time line and process to meet September 21 deadline.
Aug-Oct	Departments conduct review of P & T E-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. Each department sets its own time line and process to meet October 23 deadline.
September 21	***Third Year Review E-Portfolios due* by 5:00 p.m.** (3rd Monday in September)
September	COE P & T Committee convenes. Finalize meeting schedule for 2020-21
October 23	***E-Portfolios due* by 5:00 p.m.**
November 13	P & T Committee letters due to Dean
December 4	***E-portfolios due for Office of the Provost***
March 2021	University P & T Committee recommendations to the Provost
April 2021	Provost recommendations to the President
April 2021	Departments elect representative to COE P & T Committee for next year. Inform Dean and P & T Chair of election results.
May 2021	President certifies to FAU Board of Trustees that all procedures in University Regulation 5.006 (Tenure Procedures) have been followed.