

**FAU College of Education
2023-2024 Promotion & Tenure Calendar**

Spring/Summer 2023	Department chairs consult with candidates for 2023-2024 P & T and Third Year Review in order to begin preparation of E-Portfolios according to guidelines.
Spring/Summer 2023	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 2023	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 2023	Department chairs and candidates organize internal and external reviews. Prepare E-Portfolios which are due at start of fall semester.
Summer 2023	Department chairs in consultation with the P & T representative establish the department's timeline for candidates to meet college and university deadlines.
Aug-Sept 2023	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 18 deadline for college-level review. <ul style="list-style-type: none"> • Check with the department representative for due dates to the department Third Year Review committee.
Aug-Oct 2023	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 20 deadline for college-level review. <ul style="list-style-type: none"> • Check with the department representative for due dates to the department P & T committee.
Sept. 18, 2023	<i>Third Year Review E-Portfolios due by 5:00 p.m.</i> (3rd Monday in September)
September 2023	COE P & T Committee convenes.
Oct. 20, 2023	<i>P & T E-Portfolios due by 5:00 p.m.</i>
Nov. 13, 2023	P & T Committee letters due to Dean
Dec. 8, 2023	<i>P & T E-portfolios due for Office of the Provost</i>
March 2024	University P & T Committee recommendations to the Provost

April 2024

Provost Recommendations to the President

President certifies to FAU Board of Trustees that all procedures in University Regulation 5.006 (Tenure Procedures) have been followed.

May 2024

Letters will be sent to candidates notifying them of the final decision.