



FLORIDA ATLANTIC UNIVERSITY

## College of Social Work and Criminal Justice

### 2024-2025 Timeline for Submission of ePortfolios Promotion and Tenure, Third Year Reviews and Non-Tenure Track

*Please circulate this timeline with those faculty who will go up for 3rd Year Review, P&T and NTE in your school.*

*Note: Should anything change at the provost's level, these dates are subject to change.*

#### Promotion & Tenure ePortfolios – Fall Semester 2024

- The ePortfolio is to be submitted and routed to the Director by **Tuesday, September 3, 2024.**
- The School's review and recommendation letter will be completed and shared with faculty by **Friday, September 20, 2024.**
- Faculty member can review and respond to the School's recommendation until **Friday, September 27, 2024.**
- The Director's review and recommendation letter will be completed and shared with faculty by **Friday, October 4, 2024.**
- Faculty member can review and respond to the Director's recommendation until **Friday, October 11, 2024.**
- The College P&T Committee's review and recommendation letter will be completed and shared with faculty member by **Friday, November 1, 2024.**
- Faculty member can review and respond to the College P&T Committee's recommendation until **Friday, November 08, 2024.**
- Dean's letter is completed and shared with faculty by **Monday, November 18, 2024.**
- Faculty member can review and respond to the Dean's recommendation until **Wednesday, November 27, 2024.**
- **Completed ePortfolios** are **due to the Provost** no later than **Friday, December 6, 2024**, for review by the University P&T Committee.

### Non-Tenure Earning (NTE) ePortfolios - Fall Semester 2024

- NTE faculty going up for promotion will follow NTE guidelines.
- The submission of ePortfolios will follow the same timeline as tenure-track faculty, however, the NTE ePortfolios are due to the Provost by **Monday, January 10, 2025**.

### 3<sup>rd</sup> Year Review ePortfolios – Spring Semester 2025

- Third Year Review ePortfolios are due to the School Director by **Friday, January 17, 2025**.
- The School's review and recommendation letter will be completed and shared with faculty by **Friday, February 21, 2025**.
- Faculty member can review and respond to the School's recommendation until **Friday, February 28, 2025**.
- The Director's review and recommendation letter will be completed and shared with faculty by **Friday, March 7, 2025**.
- Faculty member can review and respond to the Director's recommendation until **Friday, March 14, 2025**.
- The College P&T Committee's review and recommendation letter will be completed and shared with faculty by **Monday, April 7, 2025**.
- Faculty member can review and respond to the College P&T Committee's review until **Friday, April 11, 2025**.
- Dean's review and recommendation letter will be completed and shared with faculty member submitted by **Friday, April 25, 2025**.

*If necessary*, a meeting is scheduled with Dean, Director, and faculty member **after April 30<sup>th</sup>** to discuss 3<sup>rd</sup> year review.

### University P & T Administration Timeline

- **December 13, 2024** ePortfolios sent forward for review by the University Promotion and Tenure Committee
- **March 2025** University P&T Committee makes recommendations to the Provost
- **April 2025** Provost makes recommendations to the President. President certifies to FAU BOT that all procedures in University Regulation 5.006 (Tenure Procedures) have been followed.
- **May 2025** Letters will be sent to candidates notifying them of the final decision.

