

Dorothy F. Schmidt College of Arts and Letters: 2024-2025 Due dates for Chairs and Directors

Due Dates:	Item:	Notes:
2024		
JUNE		
JULY		
July 15	P&T Chairs to follow up with external reviewers	
AUGUST		
Aug. 1	P&T External Letters due	
Aug. 5	PTR Faculty work on PTR dossier.	
Aug. 26 <i>no later than</i>	P&T interfolio packets complete and released for review to department	
Aug. 26 – Sept. 16 <i>no later than</i>	P&T Dept. P&T committee meets, reviews and votes on dossiers. Committee Chair writes and submits letter	Faculty members going up for Tenure and Promotion must be given 5 days to respond to the letter.
SEPTEMBER		
Sept. 6	PTR - Faculty submit PTR dossier via Interfolio to Department Chair/Unit Head.	
Sept. 13	PTR - Department Chair/Unit Head reviews dossier contents to make sure information is correct and complete. If items are missing or incorrect, recycle back to faculty for revision(s).	
Sept. 15 – Oct. 13, 2024	PTR - Department/Unit Level Advisory Committee reviews and submits evaluation/rating and shares report with the faculty. Faculty get 5 days to respond.	
Sept. 19 <i>no later than</i>	NTT (instructor) Promotion Interfolio	Due to Department
Sept. 19 – Oct. 14 <i>no later than</i>	NTT (instructor) Dept review period committee meets, reviews and votes on dossiers. Committee Chair writes and submits letter	
Sept. 16 – Sept. 26 <i>no later than, 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 letters.
OCTOBER		

Oct. 1	P&T Interfolio packets released for College level review. Firm deadline!	Must include Chair's letter and all other required material as per the University P&T guidelines
Oct. 14 - Oct. 27 no later than	NTT Department Chairs letter due to faculty	
Oct. 18 – Nov. 6	PTR - Department Chair/Unit Head reviews dossier and submits evaluation/rating and shares report with the faculty member. Faculty gets 5 days to respond.	
Oct. 28	P&T interfolio packets released to Provost level	
Oct. 28	NTT Department Chairs letter due to faculty	
NOVEMBER		
Nov. 1	NTT (instructor) Promotion Interfolio	Interfolio packets complete & released for college review
Nov. 1 – 28	NTT College review process	
Nov. 1	P&T College committee letters due to candidates	
Nov. 8	P&T Interfolio packet released to Dean	
Nov. 11 – Dec. 2, 2024	PTR - College Deans review dossiers and submits evaluation/rating and shares report with the faculty member. Faculty gets 5 days to respond.	
Nov. 27	NTT Committee letter due to candidate	
DECEMBER		
Dec. 2	P&T interfolio packets released to Provost level	
Dec. 4	NTT interfolio packet due to Dean	
Dec. 9	PTR - PTR Assessments Due to Provost's Office for Review.	
Dec. 16	NTT Dean's letter due	
Dec. 16	SPE faculty portfolio deadline	Due to Department chair
2025		
JANUARY		
Jan. 6	NTT promotion Interfolio packets due to Provost level	
Jan. 6	P&T	P&T Chart
Jan. 9	SPE faculty portfolio deadline	Due to Department chair

Jan. 9 – Feb 24 <i>no later than</i>	SPE Department committee meets, reviews, and evaluates on dossiers.	
January 9 <i>no later than</i>	3rd year review	Interfolio dossier(s) complete and released for review to department by Chair/Director who has reviewed the dossier(s) in Interfolio.
January 9 – February 3 <i>no later than</i>	3rd year review	Department committee meets, reviews and votes on dossier(s). Writes and uploads report(s) in Interfolio. <i>Candidate(s) has 5 days to reply.</i>
Jan. 16	P & T Associate to Full and Assistant to Associate, NTT, and Third-Year	Submit names of all Tenure-track faculty planning to apply for promotion in the Fall to the Dean’s office via the chart.
FEBRUARY		
Feb. 3	P&T	Submit P&T Rep Names for Department and College Committee
Feb. 5	P&T Associate Dean reminds chairs about external letters	
February 6 – February 24 <i>no later than</i>	3rd year review	Interfolio dossier(s) released for Chair/Director level review. Writes and uploads letter(s) in Interfolio. <i>Candidate(s) has 5 days to reply.</i>
Feb. 14	P&T: Chair’s contact potential external reviewers	
Feb. 19	SPE Department committee meets, reviews, and evaluates on dossiers.	
Feb. 19	3rd year review Interfolio packets released for College level review	
February 27,	3rd year review	Interfolio dossier(s) released for College level review.
Feb. 28	SPE packets forwarded to Dean review	
MARCH		
3/1/	PTR	Unit heads must have completed the review process at the departmental level and provide a written assessment and rating, which includes the review and recommended rating of the Unit Advisory Board. This should include a 5-day rebuttal period for faculty to review submission and provide an additional narrative.

Mar. 14	P&T - Must send Dept. P&T rep names for College Committee and Department Committee Names	
March 27 – March 31	3rd year review	College committee meets, reviews and votes on dossier(s). Writes and uploads report(s) in Interfolio. <i>Candidate(s) has 5 days to reply.</i>
March 28	PTR - Chairs submit names for PTR (mandatory and for the 20% volunteers).	
March 31,	3rd year review	Interfolio dossier(s) released for Dean level review.
APRIL		
April 1	SPE Letters	SPE letter from the Dean
April 3 – April 28,	3rd year review	Dean reviews dossier(s). Writes and uploads report(s) in Interfolio. <i>Candidate(s) has 5 days to reply.</i> <i>*Dossiers stay at college level; cumulative report sent to Provost's Office.</i>
April 10	SPE Interfolio packets released to Provost level	
April 16	PTR - Provost notification letters distributed to faculty, Unit Head, and Dean for 2024 cycle.	
April 17-30	PTR - Deans finalize 2024 cycle. If applicable, the one-time bonus will be distributed in late April/early May and the merit-based salary increase will be effective at the beginning of the next academic year.	
April 25	PTR - The Provost's Office will randomly select volunteers and notify the colleges.	
April 29 <i>no later than</i>	P&T: Candidate packets	mailed to external reviewers through Interfolio
April 28	PTR - Colleges begin opening cases for faculty to assemble their dossiers.	
MAY		