

Workflow Step, P&T Schedule Comparison

Promotion and Tenure Timeline – Spring before Decision Year*

Action	9 and 12 Month Faculty Deadline	Time Allotted for Decision
Faculty member makes a request to the unit administrator to begin the process of consideration for promotion or early conferral of permanent tenure	1 st Friday in February	
Faculty member submits a list of potential external reviewers to the tenure committee	3 rd Friday in February	
Tenure Committee submits of a list of external reviewers to the unit administrator and selects materials to be sent to reviewers	4 th Friday in March	
Unit administrator sends letter and materials to confirmed external reviewers	Last Friday in April	4 weeks




Case is started in February and **Step 0** is initiated.

Candidate submits first section after list of external reviewers and materials are finalized with committee, outside of Faculty180. Case moves to **Step 1** automatically.

Unit administrator can request letters electronically via Faculty180 prior to last Friday in April.

Unit administrator informs committee of upcoming need for a meeting	1 st Tuesday in September	
External reviewers' reports due	1 st Tuesday in September	
Faculty member meets with unit administrator to verify that all required documents are in PAD (optional but recommended)	1 st Tuesday in September	
Faculty member turns in PAD to Committee	2 nd Tuesday in September	

Case remains in **Step 1** while unit administrator informs committee of upcoming need for meeting, external reviews are received, and the faculty member submits remaining PAD sections. Unit administrator forwards case to **Step 2** by the 2nd Tuesday in September.

Committee recommendation/PAD to unit administrator	4 th Tuesday in October	6 weeks	
Unit administrator recommendation/PAD to Dean (note: Brody School of Medicine P&T Committee reviews & makes recommendation to BSOM Dean)	1 st Tuesday in December	5 weeks	
Dean recommendation/PAD to VCAA or VCHS	1 st Tuesday in February	6 weeks	

Unit P&T Committee completes recommendation to the unit administrator and forwards the case to **Step 3** by the 4th Tuesday in October.

Unit administrator completes recommendation to the Dean and forwards the case to **Step 4** by the 1st Tuesday in December.

Dean completes recommendation to the Provost/VC and forwards the case to **Step 5** by the 1st Tuesday in February.

VC decision/PAD to Chancellor	1 st Tuesday in March	4 weeks
Chancellor decision	3 rd Tuesday in March	2 weeks
BOT decision (Tenure Only)	Spring BOT meeting	Date varies each year

At that time, Division level personnel representatives will extract materials from the case to share with the Provost and all further reviews and recommendations will occur outside of Faculty180 Reviews. Division level personnel representative will close the case.