2022-2023 COLLEGE OF NURSING PROMOTION AND TENURE CALENDAR

Date	Action	Responsible	Complete
March 1, 2022**	2022-2023 Promotion and Tenure Review Cycle Begins	AU Campus	
March 1, 2022**	Eligibility Lists for Promotion and Tenure are Distributed	Dean's Office	
March 11, 2022**	Dean/Director submits their current college P&T review guidelines and calendar to the Associate Provost for Faculty Affairs (APFA) for posting to the University P&T website.	Dean's Office	
March 31, 2022**	Faculty members will be notified, in writing, by their Dean (with cc to the Department Chair and other administrators related to the faculty member's appointment) that they are eligible for Promotion and/or Tenure Review in the current cycle. Each candidate should be provided with copies of, or links to, the approved college P&T calendar, the university P&T guidelines, and the college P&T guidelines.	Dean's Office	
April 15, 2022	Set up a meeting with Department Chair to notify of the decision to apply.	Eligible Faculty	
April 1-29, 2022	Determine COLLEGE P&T Committee members. Send thank you letter for serving, as well as the date of the committee meeting and contact information for any questions.	Dean & Dept. Chairs	
May 2, 2022	Notify Dept. Chair of final decision to apply for promotion and/or tenure via email or meeting. If applying, state who will be the mentor.	Eligible Faculty	
May 3, 2022	Notify Dean of Dept. Chair's decision of qualified faculty to apply for promotion and/or tenure via email to Dean copying Dean's Office Manager, Dept. Office Coordinator, eligible faculty member, and intended mentor.	Dept. Chair	
May 3-6, 2022	Meet with qualified faculty applying for promotion and/or tenure to begin the mentoring process. (Portfolio expectation, CON P&T timeline, etc.) Qualified faculty member begins compiling their	Qualified Faculty & Dept. Chair	

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	portfolio.	
June 1, 2022	Submit to Dept. Chair(cc: office coordinator) via email: 1. Updated CV, 3-page letter highlighting teaching, service, and scholarship/ research on qualified faculty member's department letterhead signed and scanned. 2. A list of internal (min. 2) and external references (3-5, depending on rank) including email, address, and telephone number. 3. Hand-signed and/or DocuSign application	Qualified Faculty
June 2, 2022	All internal and external references are solicited to perform eligible faculty reviews. Upon consent of the review, the qualified faculty member will be notified to complete the entire portfolio and request formal letters of recommendations (signed) to be sent to the Dept. Office Coordinator. Dept. Chair will solicit the remaining letters.	Dept. Chair
July 8, 2022	Verification of all hard copies/electronic copies of letters with signatures is received for each portfolio.	Dept. Office Coordinator
July 8, 2022	Submit ONE merged electronic file portfolio to the Office Coordinator (Reference CON P&T guidelines to assure portfolios are complete with exception to the letters of recommendations that will go directly to the Office Coordinator who will offer support and guidance to the procedural process of merging the documents)	Qualified Faculty
July 11, 2022	Merge all letters of recommendation into the submitted ONE complete portfolio per qualified faculty member and submit completed portfolio to specified P&T Box folder. Also, submit via hand delivery and/or DocuSign each qualified faculty member's application for signature.	Dept. Office Coordinator
August 2, 2022	Prepare a written statement/letter on the decision for each qualified faculty member to the CON P&T Committee (cc: qualified faculty member). Set up a meeting with each individual NOT moving forward to initiate counseling and planning. Sign original application per qualified	Dept. Chair

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	faculty member and submit to CON P&T Committee Chair.	
August 4, 2022	Merge letter from Dept. Chair into single document portfolio into Appendix A.	Dept. Office Coordinator
August 5, 2022	Approve via email to Dept. Office Coordinator final portfolio to be sent forth to CON P&T Committee.	Qualified Faculty
August 8, 2022	Submit all portfolios to CON P&T Committee Chair via BOX.	Dept. Office Coordinator
August 8, 2022	CON P&T Committee Chair notifies all committee members via email date, time, and place of Portfolio Review meeting.	CON P&T Committee Chair
August 15, 2022	CON P&T Committee meets to conduct reviews of portfolios and vote on decision per faculty member; letter from CON P&T Committee Chair (on chair's dept. letterhead) stating committee decision is sent to the Dean (cc: qualified faculty member and dept. chair).	CON P&T Committee
August 15, 2022	Forward all portfolios and signed applications per qualified faculty member to CON Dean via specified Box folder.	CON P&T Committee
August 17, 2022	Merge letter from CON P&T Committee chair to CON Dean into single document portfolio, bookmark Appendix A, CON P&T Committee Chair letter to Dean should be last.	Dean's Office Manager
August 24, 2022	Appeals from the qualified faculty member must be sent in letter format to the Dean via email.	Qualified Faculty
August 24, 2022- September 30, 2022	Review all complete portfolios, decide on each faculty member, and write letter to the University P&T Committee Chair (cc: qualified faculty member, Dept. Chair, and CON P&T Committee Chair)	Dean
September 30, 2022	Merge letter from Dean to University P&T Committee Chair into single document portfolio, bookmark Appendix A, Dean letter to University P&T Committee chair should be last. Also, merge scanned applications for each faculty with original signatures present.	Dean's Office Manager
October 14, 2022**	P&T Portfolios are due to the University P&T	Dean's Office

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	Committee via upload to specified Box folder.	Manager
November 11, 2022 **	P&T Portfolios and Appeals are due to the Associate Provost for Faculty Affairs	University P&T Committee
December 5, 2022**	P&T Portfolios and Appeals are due to the EVP for Academic Affairs & Provost	Associate Provost for Faculty Affairs
February 3, 2023**	P&T Decision Letters are Distributed	Provost Office
February 28, 2023**	USG Extract is Prepared	Human Resources

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