

**AU COE Promotion and Tenure Calendar
2019-2020**

- April 1, 2019** **Promotion and Tenure Process Begins**
Human Resources will notify the authorized representative within the respective Dean/VP/Director office that the current Promotion and Tenure Process is posted to the Faculty Support Services web site and provides the Promotion & Tenure Reports for review by the colleges.
- April 15, 2019** **Promotion and Tenure Calendars**
Dean/VP/Director submits the P&T calendars to the Vice President for Academic & Faculty Affairs.
- April 15, 2019** **College Notifies eligible Faculty in Writing**
Faculty will be notified, in writing, of their eligibility for Promotion and/or Tenure for the 2019-2020 academic year submission with copy of the approved college P&T calendar. The notification should be made on the Office of the Dean letterhead with the Department Chair copies.
- April 30, 2019** **Candidate offers written notification of intent to the Dean's Office**
A proposed list of external reviewers with contact information and CV
- May 15, 2018** **Candidate submits list of external reviewers to COE P&T Committee Chair**
- May 30, 2018** **COE P&T Committee Chair selects external reviewers and solicits letters**
- August 1, 2019** **COE P&T Committee Chair receives final external review letters**
- August 9, 2019** **Portfolios to Department P & T Committee**
Candidates for Promotion and/or Tenure submit portfolios to Department P&T Committee to begin review process. The portfolio will be uploaded into a Box account provided to the Dean's Office representative.
- August 23, 2019** **Portfolios to Department Chair**
Department P & T Committee submits portfolios with recommendations to Department Chair for review.
- September 6, 2019** **Portfolios to College of Education P & T Committee**
Department Chairs submit portfolios to College of Education P & T Committee with recommendations.
- September 20, 2019** **Portfolios to Dean, College of Education**
College of Education P & T Committee submits portfolios with recommendations to Dean, College of Education.
- October 1, 2019** **Pre Tenure Portfolios due to department Pre Tenure committee**

- October 1, 2019** **Promotion and Tenure Portfolios and Appeals to the University P&T Committee Box -**
Dean/VP/Director submits the approved portfolios to the University P&T Committee to begin the review and approval decision. The portfolios will be uploaded into a Box account provided to the Dean's Office representative.
- October 30, 2019** **Department Pre Tenure committee provides portfolio findings to Department Chair**
- November 1, 2019** **Promotion and Tenure Portfolios and Appeals to the Vice President for Academic & Faculty Affairs**
The University P&T committee submits the portfolios and its recommendations to the VP for A&F Affairs
- December 13, 2019** **Promotion and Tenure Portfolios and Appeals to the Executive Vice President for Academic & Faculty Affairs and Provost**
The Vice President for Academic and Faculty Affairs submits the portfolios and recommendations to the Executive Vice President for Academic Affairs & Provost for review and decision with the President.
- December 15, 2019** **Pre Tenure Recommendation letters to the Dean and Candidate**
- January 31, 2020** **Completed Promotion and Tenure decisions to HR for HRMS update**
- February 1, 2020** **Completed Post Tenure Portfolio due to COE P&T Committee**
- February 7, 2020** **Office of the Provost distributes notification letters to Dean/Faculty for Promotion & Tenure decisions**
- February 2020** **University System Office extract for Board of Regents annual report**
- March 3, 2020** **2020-2021 Promotion & Tenure cycle begins**
- March 30, 2020** **COE P&T Committee Post Tenure findings to Department Chair**
- April 30, 2020** **Post Tenure Portfolio decisions to the Dean**
- May 30, 2020** **Post Tenure Information sent to the Provost from the Dean**