



2023-2024 Promotion and Tenure Review Timeline (Pamplin)

February 21, 2023	2023-2024 Promotion and Tenure Review Cycle Begins and Eligibility Lists for Promotion and Tenure are Distributed The Office of Faculty Affairs provides Deans/Directors with lists of faculty who are eligible for promotion and/or tenure review.
March 10, 2023	College/Department Notifies Faculty Eligible for Promotion and/or Tenure 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.
April 1, 2023*	College Promotion and Tenure Guidelines updated and published An updated version of the College Promotion & Tenure Guidelines will be published to the Faculty Resources page of the Pamplin Intranet. This version will incorporate and align with recent changes to the University P&T Guidelines. (*Date subject to change)
April 20, 2023	List of External Reviewers due to Departmental P&T Committee by 5pm The candidate, the chair of the Departmental P&T Committee, and the Department Chair should finalize a list of qualified external reviewers to review the candidate's RSCA. The Department Chair may begin contacting reviewers to solicit the requisite 3 review letters.
August 1, 2023	All External Review Letters Collected by Department The Department Chair should verify all external review letters have been obtained and keep them on file until the departmental committee begins its review. The candidate should not have access to these letters.
August 7, 2023	Portfolios are due to the Departmental P&T Committee by 5pm
August 28, 2023	Portfolios are due to the Department Chair by 5pm
September 11, 2023	Portfolios are due to the College P&T Committee by 5pm
September 29, 2023	Portfolios are due to Dean by 5pm
October 6, 2023	All P&T Portfolios (including for Lecturers) due to designated Box folders
October 13, 2023	P&T Portfolios are due to the University P&T Committee
November 10, 2023	P&T Portfolios and Appeals are due to the Associate Provost for Faculty Affairs The University P&T committee submits recommendations to the APFA.
December 4, 2023	P&T Portfolios and Appeals are due to the EVP for Academic Affairs & Provost The APFA submits portfolios and recommendations to the EVP for Academic Affairs & Provost for review and decision with the President.
February 2, 2024	P&T Decision Letters are Distributed P&T award letters from the Executive Vice President for Academic Affairs & Provost are distributed to each faculty member.
February 29, 2024	USG Extract is Prepared Human Resources prepares Report to the Board of Regents

