

The 2019 timeline for application and review at the College level would be as follows:

- **April 15, 2019** - Dean will inform, in writing, candidate(s) of their eligibility for promotion and/or tenure.
- **August 16, 2019** - Candidate for tenure and/or promotion must inform the Dean, Associate Dean, and the Chair of the HCOB Faculty Assembly of intent to apply. Chair of HCOB Faculty Affairs (or Chair of the HCOB P&T Committee, if position is held by someone other than the Chair of the HCOB Faculty Affairs) must notify the candidate(s) of the deadline for submitting portfolio and request contact information for those who will provide letters of recommendation for the candidate(s).
- **September 6, 2019** - Candidate must submit completed portfolio to Chair of the HCOB P&T Committee
- **September 20, 2019** - HCOB P&T Committee makes recommendations and submits portfolio(s) to the Dean
- **October 1, 2019** - Portfolios and Appeals to the University P&T Committee. Dean makes recommendations and submits the approved portfolio(s) to the University P&T Committee. These will be uploaded into a Box account provided to the Dean's Office representative.
- **November 1, 2019** – Portfolios and Appeals to the Vice President for Academic & Faculty Affairs
- **December 13, 2019** – Portfolios and Appeals to the Executive Vice President for Academic Affairs & Provost
- **January 31, 2020** – Application Forms/Portfolios to Human Resources. The Executive Vice President for Academic Affairs & Provost provides the promotion and tenure decisions to Faculty Support Services for data entry into PeopleSoft.
- **February 7, 2020** – Approved letters distributed.
- **February 2020** – USO Extract – preparation of report to BOR
- **March 3, 2020** – 2020-2021 P&T process begins