

**University Libraries
2019-2020 Promotion and Tenure (P&T) Calendar**

Date Due	Task	Responsible
March 1, 2019	Library Administration receives P & T candidate reports and outline of FY 2019 Promotion and Tenure process.	Faculty Support Services
March 1, 2019	Faculty will be notified, in writing, of their eligibility for Promotion and/or Tenure.	Interim Director of Libraries
April 15, 2019	Director of Libraries submits University Libraries submits P & T calendar to VP for Academic and Faculty Affairs for approval.	Interim Director of Libraries
April 29, 2019	Director of Libraries will send eligible faculty copy of approved P & T calendar.	Interim Director of Libraries
May 15, 2010	Director of Libraries appoints Promotion Portfolio Review Committee for P & T portfolio review.	Interim Director of Libraries
August 30, 2019	Promotion and tenure portfolios completed and submitted to Library P & T Committee.	Eligible Faculty Member/ Library P & T Committee
September 2, 2019	Library P & T Committee reviews candidate portfolios.	Libraries P & T Committee
September 27, 2019	Library P & T Committee assessment of candidate portfolios complete. Committee makes recommendation to Director of Libraries.	Libraries P & T Committee
October 1, 2019	Director of Libraries submits the approved portfolios to the University P & T Committee to begin the review and approval decision.	Interim Director of Libraries
November 1, 2019	University P & T Committee submits the approved portfolios to the VP for Academic & Faculty Affairs to begin the institutional review and approval decision.	University P & T Committee
December 13, 2019	VP for Academic & Faculty Affairs submits the approved portfolios to the Executive Vice President for Academic Affairs & Provost to review with the President and approval decision.	VP for Academic and Faculty Affairs
February 1, 2019	Executive Vice President for Academic Affairs & Provost provides the approved promotion and tenure application forms/portfolios to Human Resources for data entry into PeopleSoft.	Provost
January 31, 2020	Approval letters from the Executive Vice President for Academic Affairs & Provost are distributed to the respective Dean/VP/Director and copy forwarded to HR-Faculty Support Services.	Provost
February 7, 2020	Director of Libraries notifies faculty and distributes approval letters.	Interim Director of Libraries