

2023-24 Timetable for Retention, Promotion and Tenure

Action	Retention (current 1-2 year)	Retention (current 3-5 year)	Tenure Promotion
Academic Personnel Provides Lists of RPT Eligible Candidates	Aug 18 (Fri)	Aug 18 (Fri)	Aug 18 (Fri)
Deadline for Colleges to Notify RPT Eligible Candidates and Notify of Deadline to Submit WPAF (Enclose copy or reference to Approved College/Department Criteria) with copy to Academic Personnel of Notifications	Sept 14 (Thur)	Sept 14 (Thur)	Sept 14 (Thur)
Deadline for probationary faculty to request revocation of probationary period due to COVID-19 (Coronavirus Tenure Extension Memo 5/24/2021)	Oct 2 (Mon)	Oct 2 (Mon)	Oct 2 (Mon)
Deadline for Approval of College/Department Criteria (no further changes may be made); must notify candidates if revision approved after September 14	Oct 5 (Thur)	Oct 5 (Thur)	Oct 5 (Thur)
Promotion-eligible Candidates Notify Dean in writing whether or not they intend to apply for promotion (Any candidates applying for early tenure and/or early promotion must also notify Dean in writing by this date)			Oct 5 (Thur)
Deadline to notify AP of any corrections to eligibility lists including early tenure and/or early promotion requests and intents to apply for promotion	Oct 5 (Thur)	Oct 5 (Thur)	Oct 5 (Thur)
Candidates provide Working Personnel Action File; Dean makes Personnel Action Files Available	Oct 16 (Mon)	Nov 1 (Wed)	Nov 1 (Wed)
Peer Review Committee to Candidate*	Nov 6 (Mon)	Dec 5 (Tu)	Dec 5 (Tu)
Peer Review Committee to Department Head/Chair	Nov 16 (Thur)	Dec 15 (Fri)	Dec 15 (Fri)
Department Head/Chair to Candidate*	Dec 5 (Tu)	Jan 19 (Fri)	Jan 12 (Fri)
Department Head/Chair to Dean/CPRC	Dec 15 (Fri)	Jan 29 (Mon)	Jan 22 (Mon)
College Peer Review Committee to Candidate*	----	----	Feb 23 (Fri)**
College Peer Review Committee to Dean	----	----	Mar 4 (Mon)**
Dean to Candidate*	Jan 9 (Tu)	Mar 5 (Tu)	Apr 5 (Fri)
Dean to Provost	Jan 19 (Fri)	Mar 15 (Fri)	Apr 15 (Mon)
Notification	Feb 15 (Thur)	May 31 (Fri)	May 31 (Fri)

* Candidates may submit a rebuttal statement or response in writing (with a copy to previous levels of review) and/or request a meeting to discuss the recommendation within ten calendar days following receipt of the recommendation.

** The College Peer Review Committee will make recommendations in all promotion cases, and may also make recommendations in tenure cases when specified in the personnel policies and criteria statement of the college.