

College of Arts and Architecture
Schedule for the 2007-08 Promotion and Tenure Review Cycle

On or before...

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| April 9, 2007 | > Review notices forward to Academic Unit Heads.
> Notice to form Unit peer review committees.
> Notice to gather names of outside reviewers. |
| June 1, 2007 | > Unit peer review committees formed; committee membership and name of representative to College P&T committee forwarded to the Dean's Office.

> Names of external reviewers for promotion and tenure candidacies forwarded to the Dean's Office. |
| June 2, 2007 | > Dean's Office sends requests to external reviewers. |
| July 1, 2007 | > All materials to be submitted to outside reviewers (vita, narrative statement, examples of research/creative accomplishments, etc.) forwarded to the Dean's Office. Dean's office mails materials to external evaluators. |
| ~July 15, 2007 | > <u>Administrative Guidelines</u> (with revisions) made available electronically at http://www.psu.edu/dept/vprov/
Important: Unit Heads must review revisions and then update their unit guidelines accordingly and seek faculty approval. Unit Heads need to submit their guidelines to the Dean by September 25 of each year. |
| August 15, 2007 | > External evaluations for joint appointments due to Dean. |
| September 25, 2007 | > Units' P&T guidelines/criteria due in the Dean's Office. |
| late Sept., 2007 | > College Promotion & Tenure Workshop for administrators, academic heads/directors, and all P&T committee members. |
| October 1, 2007 | > External evaluations for regular appointments due to Dean. |
| December 7, 2007 | > 6th-year tenure and promotion dossiers completed at the Unit level and forwarded to the Dean's Office. |
| Dec 10-Jan 31, 2008 | > College P&T Committee's review period of 6th-year tenure and promotion dossiers. |
| February 1, 2008 | > College P&T Committee completes reviews for 6th-year tenure and promotion and forwards to the Dean.

> 4th -year dossiers completed at the Unit level and forwarded to the Dean's Office. |
| February 4-29, 2007 | > Dean's review period of 6th-year tenure and promotion dossiers.

> College P&T Committee's review period of 4th-year dossiers. |
| February 29, 2007 | > College P&T Committee completes reviews for 4th-year dossiers and forwards to the Dean. |
| March 3, 2008 | > All positive recommendations by the Dean (and all positive reviews prior to the Dean's review for final tenure regardless of the Dean's recommendation) forwarded to the University P&T Committee. |

- March 4-31, 2008

 - > 2nd-year dossiers completed at the Unit level and forwarded to the Dean's Office.
 - > College P&T Committee's review period of 2nd-year dossiers.
 - > Dean's review period of 4th-year dossiers.
- March 31, 2008

 - > College P&T Committee completes 2nd-year reviews and forwards to the Dean.
- April 1-30, 2008

 - > Dean's review period of 2nd-year dossiers.
- April 30, 2008

 - > Dean completes 2nd- and 4th-year reviews and notifies faculty whose appointments will not be continued, in accordance with the provisions of HR-23.
- May 15, 2008

 - > All final decisions on promotion and tenure completed by the President based on recommendations of the Executive Vice President and Provost; all candidates notified of the results of the reviews.
- June 13, 2008

 - > For all faculty not having a promotion or tenure review in 2007-08, annual personnel evaluations completed and faculty informed of results of these evaluations, in writing.