

<b>Weekday</b>	<b>Date</b>	<b>Activity</b>
	Early February	Establish timetable for review and distribute to candidates undergoing review
Wednesday	March 1, 2023	Deadline for faculty to request review for promotion to Full Professor
	Monday May 1, 2023	Candidates must provide names of potential external referees
Wednesday	May 31, 2023	Candidates must provide research description, updated cv and publications for external referees
	June, 2023	Solicitation of external letters
Monday	July 31, 2023	Candidate's (research, teaching, service) narratives must be submitted
Monday	September 11, 2023	Senior faculty (P&T committee) meets on candidate(s) and votes by secret ballot → vote reported immediately by committee chair to department head
	Friday September 15, 2023	Chair of P&T committee must distribute draft of committee report to committee
Monday	September 18, 2023	Final P&T committee report must be added to dossier
Wednesday	September 20, 2023	Dissenting opinions must be added to dossier
	Friday September 22, 2023	Dept head's evaluation must be added to dossier
Monday	September 25, 2023	Dossier must be available to candidate for comments/signature
	Friday September 29, 2023	Dossier due to CAS

**Dossier Due at Dean's Office      9/29/2023**