

Weekday	Date	Activity
	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
Friday	May 3, 2024	Candidates must provide names of potential external referees
Monday	June 3, 2024	Candidates must provide research description, updated cv and publications for external referees
	June, 2024	Solicitation of external letters
Friday	August 2, 2024	Candidate's (research, teaching, service) narratives must be submitted
Friday	September 13, 2024	Senior faculty (P&T committee) meets on candidate(s) and votes by secret ballot → vote reported immediately by committee chair to department head
Tuesday	September 17, 2024	Chair of P&T committee must distribute draft of committee report to committee
Friday	September 20, 2024	Final P&T committee report must be added to dossier
Sunday	September 22, 2024	Dissenting opinions must be added to dossier
Tuesday	September 24, 2024	Dept head's evaluation must be added to dossier
Friday	September 27, 2024	Dossier must be available to candidate for comments/signature
Tuesday	October 1, 2024	Dossier due to CAS

Dossier Due at Dean's Office 10/1/2024