

SHP APT & PTR Committee Timelines

NOTE: Seeking promotion or tenure is in part a career decision and as such should include planning on the part of the individual, in concert with his/her chair. This will permit advanced planning and ideally will be a part of the annual review leading up to the time of application. Individuals are encouraged to plan in advance for either of these career changes.

NOTE: Unless extenuating circumstances can be documented, the APT & PTR Committee will strictly adhere to these deadlines.

DATE		ACTIVITY	COMMENT
<i>January through April</i>	APT & PTR	<i>Review and revise respective committee guidelines and criteria, as needed</i>	
By January 15* Deadline sensitive	Dean's Office	The Dean's office notifies the APT Committee of faculty who must be reviewed for tenure due to penultimate year status. Information is forwarded to the appropriate supervisors	
By January 15* Deadline sensitive	Dean's Office	The Dean's office notifies the APT & PTR Committees of faculty who must be reviewed for periodic review of tenured faculty. Information is forwarded to the appropriate supervisors	
By February 1	APT	<i>The APT Chair notifies faculty who must be reviewed for tenure due to penultimate year status.</i>	
By February 1	PTR	The PTR Chair notifies tenured faculty who are scheduled for post-tenure review during the current calendar year. Information is forwarded to the APT Committee	
<i>March SHP Faculty Assembly Meeting</i>	APT & PTR Chairs	<i>Seek Faculty Assembly approval for any substantive changes in committee guidelines and/or criteria</i>	<i>Text of changes should be distributed one to two weeks prior to the Faculty Assembly meeting</i>
By May	Faculty & Chair	Faculty member consults with chair regarding application for promotion, tenure, and/or post tenure review	
By May	Faculty & Chair	[Faculty should submit to his/her chair a list of at least 6 external reviewers. The departmental chair should contact at least 4 of these individuals as to their willingness/ability to review and evaluate the faculty member's folder.]	The materials to be submitted to the reviewers should include, but are not limited to, guidelines for review in SHP, the faculty member's CV, letter of submission to the APT

			Committee, and examples of work/publications. Where feasible, the departmental chair should ascertain the optimal time when the individual can review the material during the period between June and September 1.
By June 1	APT & PTR Chairs	Distribute revised committee guidelines and criteria to departmental chairs and faculty	<i>Revised guidelines and criteria should be available prior to the APT & PTR joint forums</i>
During June and July	Faculty Member & Chair	The faculty member applying for promotion/tenure and his/her departmental chair should prepare and the departmental chair should forward the materials to external reviewers as described above.	
During June and mid-July	Faculty Member & Chair	Attendance is MANDATORY for at least one APT & PTR joint forum for faculty considering application for promotion and/or tenure during the subsequent academic year. Attendance at the forum is MANDATORY for supervisors of faculty applying for promotion and/or tenure during the subsequent academic year.	<i>The committee will hold two APT fora for faculty considering application for promotion and/or tenure and their chairs.</i>
By September 1	APT & PTR	The APT & PTR committee respectively, including new and continuing members, meet to elect an APT & PTR chair-elect	
By September 1	Faculty Member & Chair	Faculty undergoing post-tenure review submit complete packet to APT	Requests for extension will be considered by the APT Committee only under extenuating circumstances.
By September 1	Faculty's Chair	Supervisors of faculty applying for promotion and/or tenure contact external reviewers who have not responded. Indicate Oct. 1st deadline for providing their reviews of the faculty member.	
<i>During September</i>	APT & PTR	New APT & PTR Committees take office and hold committee meeting to plan for	

		orientation of new members, post-tenure reviews, and promotion/tenure deliberations.	
By September 1	APT	Faculty undergoing APT review submit to supervisor completed packet for tenure &/or promotion.	
By October 1	Faculty Member & Chair	Deadline for receipt of letters from external reviewers for faculty applying for promotion/initial tenure.	
Between September 1 and October 15th	APT	The APT Committee reviews materials from faculty undergoing post-tenure review.	
By October 15	Faculty Member's Chair	Supervisors forward complete promotion/tenure packet to APT chair with his/her letter and the external letters	Requests for extensions will be considered by the APT Committee only under extenuating circumstances.
By November 1	APT	For post-tenure applications: The APT Committee forwards post-tenure review recommendations to PTR Committee	
Between October 15 and December 1	PTR	The PTR Committee holds post tenure reviews	
Between October 15 and December 1	APT	The APT Committee holds promotion/tenure deliberations	
By January 15	APT	The APT Committee forwards promotion/tenure recommendations to the Dean	
By January 15	PTR	The PTR Committee compares committee recommendations, holds a meeting with APT representatives if there is disagreement, and forwards promotion/tenure recommendations to the Dean	
February 28	DACTAP	DACTAP provides recommendations to the Dean	
March 1	Dean's Office	The Dean provides the decision to the faculty.	
September 1		The decision goes into effect	