**Penn State Harrisburg**

**Promotion and Tenure Review Calendar**

**Promotion to Full Professor, Sixth-Year\* and Fourth-Year Review Schedule**

***Internal Guide for Capital College Use Only***

**\*If the date lands on a weekend, the action is due Monday**

|  |  |
| --- | --- |
| **Date…\*** | **Action…** |
| **May**  | * **College Dean informs School Directors to have 4th and 6th year candidates begin dossier preparation**
 |
| **May and September**  | * **School elections held to identify School Promotion and Tenure Committee members**
 |
| **June 1 – 30** | * **Names submitted for external reviewers *(6th year, Promotion only, and Tenure only)***
* **College Dean announces College Promotion and Tenure Committee**
 |
| **July**  | * **External reviewers confirmed**
* **Dossier packets mailed to external reviewers requesting response by *September 15***
 |
| **July and August** | * **2019-2020 AC23 Administrative Guidelines available on website of Vice Provost for Academic Affairs**
* **Official College Promotion and Tenure Review List received in College Dean’s Office**
* **School notified of candidates in their units and requested to edit list as appropriate by *adding Promotion and/or Tenure Only candidates, and Early Promotion and Tenure candidates following consultation with the Chancellor***
 |
| **August 14-16** | * **Promotion only and 6th year completed dossiers submitted to School Directors**
 |
| **September 19** | * **School Administrative Support Coordinators (ASC) submit 6th year dossiers to ASC for Promotion & Tenure (D. Hamaty) for format review…*1 copy only***
 |
| **September 23** | * **4th year completed dossiers submitted to School Directors**
 |
| **TBA**  | * **Dr. Kathy Bieschke, Vice Provost for Faculty Affairs will hold a Promotion and Tenure Workshop for those who are new to the process, i.e., Administrators, Administrative Support Staff, etc. This workshop is not for candidates**
 |
| **Sept. 20 – Oct 4** | * **ASC for Promotion & Tenure (D. Hamaty) returns 6th year dossiers to School ASCs**
 |
| **October 9** | * **Candidates finalize 6th year dossiers and supplemental materials with School Director**
 |
| **TBA** | **Senior Associate Dean for Academic Affairs conducts workshop for newly hired tenure-track faculty and administrators** |
| **October 14** | * **6th year dossiers submitted to School Committees**
 |
| **October 21** | * **ASCs submit 4th year dossiers to ASC for Promotion & Tenure (D. Hamaty) for format review…*1 copy only***
 |
| **TBD** | * **Chancellor’s Charge to College Promotion and Tenure Committee**
 |
| **October 22–Nov 1** | * **ASC for Promotion & Tenure (D. Hamaty) returns 4th year dossiers to School ASCs**
 |
| **October 28** | * **School Committees return 6th year dossier to School Directors**
 |
| **November 5** | * **Candidates submit final copy of 4th year dossiers and supplemental files to School Director**
 |
| **November 8** | * **4th year dossiers submitted to School Committees**
 |
| **November 11** | * **School Directors submit 6th year dossier reviews to College Committee**
 |
| **December 6** | * **School Committees return 4th year dossiers to School Directors**
 |
| **December 12** | * **College Committee submits 6th year dossier reviews to College Dean**
 |
| **December 16** | * **School Directors submit 4th year dossier reviews to College Committee**
 |
| **January 13** | * **College Committee submits 4th year dossier reviews to College Dean**
 |
| **January 31** | * **College Dean reviews 6th year dossiers and distributes to ASC for Promotion & Tenure (D. Hamaty) for final internal processing**
 |
| **February 9** | * **College Dean reviews 4th year dossiers and distributes to ASC for Promotion & Tenure (D. Hamaty) for final processing**
 |
| **February 15** | * **Deadline for all candidates to submit materials to be included in dossiers currently under review**
 |
| **March 1** | * **6th Year Promotion and Tenure Dossiers are submitted to UP (OHR).**
* **College Dean notifies 6th year candidates of negative decisions at College level**
 |
| **April 24** | * **Deadline for College Dean to certify to Vice Provost for Academic Affairs that all provisional candidate dossiers have reviewed**
 |

***\*Promotion Only and Tenure Only Follow 6th Year Review Schedule***

**Legend:**

**6th Year Candidates and Promotion to Full Professor**

**4th Year Candidates (Including Fifth Year Reviews)**

**2nd Year Candidates (Including Third Year Reviews & Non Tenure Track Reviews)**

**All Candidates**

**Chancellor’s Office**

**Penn State Harrisburg**

**2019 – 2020 Promotion and Tenure Review Calendar**

**Second-Year Tenure Track Review Schedule**

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| --- | --- |
| **Date…\*** | **Action…** |
| **September 3** | * **School Directors notify 2nd year candidates to prepare dossiers and supplemental materials**
 |
| **November 14** | * **First draft of second-year dossier submitted to School Director**
 |
| **December 9** | * **2nd year candidates meet with School Director to finalize dossier and supplemental materials**
 |
| **December 13** | * **ASCs submit 2nd year dossiers to ASC for Promotion & Tenure (D. Hamaty) for format review…*1 copy only***
 |
| **January 13** | * **ASC for Promotion & Tenure (D. Hamaty) returns 2nd year dossiers to School ASCs**
 |
| **January 20** | * **Candidates finalize 2nd year dossiers and supplemental materials with School Director**
 |
| **January 23** | * **Candidate submits final copy of 2nd year dossier and supplemental materials to School Director for distribution to School Committee**
 |
| **February 6** | * **School Committees return 2nd year dossiers to School Directors**
 |
| **February 15** | * **Deadline for all candidates to submit factual materials to be included in dossiers currently under review**
 |
| **February 21** | * **School Directors submit 2nd year dossier reviews to College Committee**
 |
| **March 23** | * **College Committee submits 2nd year dossier reviews to College Dean**
 |
| **April 13** | * **College Dean prepares 2nd year dossiers and distributes to ASC for Promotion & Tenure (D. Hamaty) for final internal processing**
 |
| **April 24** | * **Deadline for College Dean to certify to Vice Provost for Academic Affairs that all provisional candidate dossiers have reviewed**
 |
| **May 1 to June 1** | * **College Dean sends notification to 2nd year candidates regarding Promotion and Tenure review status**
 |

**Legend:**

**2nd Year Candidates (Including Third Year Reviews & Non Tenure Track Reviews)**

**All Candidates**

**Chancellor’s Office**