**Penn State Harrisburg**

**Promotion and Tenure Review Calendar\***

**May**

* Promotion and 6th-year candidates notified of tenure and promotion decisions by end of finals week
* 4th-year candidates notified of status of P&T Review by College Dean
* Second-year candidates notified of status of P&T Review
* College Dean informs School Directors to have 4th and 6th year candidates begin dossier preparation for upcoming review cycle
* College elections are held to identify College P&T Committee Members for upcoming review cycle

**School Director P&T Suggested Guidelines**

**January**

* College Committee submits 4th-year dossiers to College Dean – **Jan 13**
* D. Hamaty returns 2nd-year dossiers to School ASCs – **Jan 13**
* 2nd-year candidates submit finalized dossier and supplemental materials with School Director – **Jan 20**
* 2nd-year candidates submit finalized dossier and supplemental materials to School Directors for distribution to School Committee – **Jan 23**
* College Dean Completes review of 6th-year and promotion dossiers – **Jan 31**

**September**

* School elections held to identify School P&T Committee members
* School Directors notify 2nd-year candidates to prepare dossiers and supplemental materials - **Sept 3**
* School ASCs submit 6th-year and/or promotion dossiers to D. Hamaty for format review – **Sept 19**
* 4th-year candidates submit completed dossiers to School Directors – **Sept 23**

**November**

* 4th-year candidates submit finalized dossiers and supplemental materials to School Director – **Nov 5**
* School Directors submit 4th-year dossiers to School Committees – **Nov 8**
* School Directors submit 6th-year and/or promotion dossier reviews to College Committee – **Nov 11**
* 2nd-year candidates submit first draft of dossier to School Director – **Nov 14**

**July**

* External Reviewers are confirmed
* External Reviewer packets are mailed –requesting response by mid-September
* Revised AC23 Administrative Guidelines are available on website of VP of Faculty Affairs
* College Dean’s Office receives the official College P&T Review List

**March**

* **Mar 1** - Promotion and 6th-year dossiers sent to University P&T Committee for evaluation
* 6th-year candidates notified if dossier is forwarded to University Park- **Mar 1**
* College Committee submits 2nd-year dossier reviews to College Dean – **Mar 23**

**Sept/Oct TBA**

* VP of Faculty Affairs will hold a P&T workshop for those new to the process (i.e. administrators, ASCs, ASAs, etc.) Candidates DO NOT attend

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
| JUNE | | | | JULY | | | | | AUGUST | | | | SEPTEMBER | | | | | OCTOBER | | | | NOVEMBER | | | | DECEMBER | | | | | JANUARY | | | | FEBRUARY | | | | MARCH | | | | | APRIL | | | | MAY | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **School Director P&T Suggested Guidelines** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| JUNE | | | | JULY | | | | | AUGUST | | | | SEPTEMBER | | | | | OCTOBER | | | | NOVEMBER | | | | DECEMBER | | | | | JANUARY | | | | FEBRUARY | | | | MARCH | | | | | APRIL | | | | MAY | | | |
| 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |

**December**

* School Committee return 4th-year dossiers to School Directors – **Dec 6**
* 2nd-year candidates meet with School Director to finalize dossier and supplemental materials – **Dec 9**
* College Committee submits 6th-year and promotion dossier reviews to College Dean **Dec 11**
* School ASCs submit 2nd-year dossiers to D. Hamaty for format review – Dec 13
* School Directors submit 4th-year dossiers to College Committee – **Dec 16**

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

**August**

* School Directors are asked to review unit P&T list for accuracy and make revisions as needed and to add Promotion Only candidates and any Early Promotion & Tenure candidates (as determined with consultation of College Dean)
* Completed dossiers for 6th-year and/or promotion are submitted to School Directors - **Aug 14-16**

**April**

* College Dean completes 2nd-year reviews – **Apr 13**
* Deadline for College Dean to certify to VP of Faculty Affairs that all P&T dossiers have been reviewed - **Apr 24**

**February**

* School Committees return 2nd-year dossiers to School Directors – **Feb 6**
* College Dean completes 4th-year dossier reviews – **Feb 9**
* Deadline for all candidates to submit factual materials to be included in dossiers currently under review - **Feb 15 Please Note:** Any updates to a dossier prior to Feb 15 **MUST** be reviewed by all review committees or individuals that have already evaluated the dossier
* School Directors submit 2nd-year dossier reviews to College Committee - **Feb 21**

**October**

* D. Hamaty returns 6th-year & promotion dossiers to School ASCs – **Sept 20-Oct 4**
* 6th-year & promotion candidates provide finalized dossiers and supplemental materials to School Directors – **Oct 9**
* 6th-year and promotion dossiers are submitted to School Committees – **Oct 14**
* School ASCs submit to D. Hamaty 4th-year dossiers for format review – **Oct 21**
* D. Hamaty returns 4th-year dossiers to School ASCs – **Oct 22-Nov 1**
* School Committees return 6th-year dossiers to School Directors – **Oct 28**

**October**

**TBA**

* Sr. Associate Dean for Academic Affairs workshop for newly hired tenure-track faculty and administrators

**Legend:**

Promotion & 6th-year Candidates

4th-year Candidates

2nd-year & Non-Tenure Track Candidates

All Candidates

**=** Firm Deadline

**June**

* External Reviewer names submitted to College Dean (for 6th-year& promotion candidates only)
* College Dean announces College Promotion & Tenure Committee