

Penn State Harrisburg

Promotion and Tenure Review Calendar*

School Director P&T Suggested Timeline

July

- External Reviewers are confirmed
- External Reviewer packets are emailed –requesting response by mid-September
- Revised AC23 Administrative Guidelines are available on the Office of Faculty Affairs' website
- School Directors are provided an official list of P&T candidates

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 HRC for format review – **Sept 19**
- 4th-year candidates submit completed dossiers to School Directors – **Sept 23**

Sept/Oct TBA

- Vice Chancellor for Academic Affairs offers workshops for newly hired tenure-track faculty and administrators

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**

January

- College Committee submits 4th-year dossiers to College Dean – **Jan 13**
- HRC returns 2nd-year dossiers to School ASMs – **Jan 13**
- 2nd-year candidates finalize 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**

March

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

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 – **May 1 – June 1**
- Second-year candidates notified of status of P&T Review – **May 1 – June 1**
- 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

1	2	3	4	1	2	3	4	5	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								
JUNE				JULY					AUGUST					SEPTEMBER					OCTOBER					NOVEMBER					DECEMBER					JANUARY				FEBRUARY					MARCH					APRIL				MAY			
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June

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

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**

Sept/Oct TBA

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

October

- HRC returns 6th-year & promotion dossiers to School ASMs - **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 ASMs submit to HRC 4th-year dossiers for format review – **Oct 21**
- HRC returns 4th-year dossiers to School ASMs – **Oct 22-28**
- School Committees return 6th-year dossiers to School Directors – **Oct 28**

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 12 – early Jan**
- School ASMs submit 2nd-year dossiers to HRC for format review – **Dec 13**
- School Directors submit 4th-year dossiers to College Committee – **Dec 16**

February

- Deadline for all candidates to submit factual materials to be included in dossiers currently under review - **Feb 1** **Please Note: Any updates to a dossier prior to Feb 1 MUST be reviewed by all review committees or individuals that have already evaluated the dossier**
- School Committees return 2nd-year dossiers to School Directors – **Feb 6**
- College Dean completes 4th-year dossier reviews – **Feb 9**
- School Directors submit 2nd-year dossier reviews to College Committee - **Feb 21**

April

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

Legend:

Promotion & 6th-year Candidates
 4th-year Candidates
 2nd-year & Non-Tenure Line Candidates
 Candidates
 = Firm Deadline

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