

**Penn State Harrisburg
Promotion and Tenure Review Calendar
Sixth-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	<ul style="list-style-type: none"> College Dean informs School Directors to have 6th year candidates begin dossier preparation
May - June	<ul style="list-style-type: none"> 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
May and September	<ul style="list-style-type: none"> School elections held to identify School Promotion and Tenure Committee members
June 1 – 30	<ul style="list-style-type: none"> Names submitted for external reviewers (6th year, Early Tenure, Promotion only, and Tenure only) College Dean announces College Promotion and Tenure Committee
July	<ul style="list-style-type: none"> External reviewers confirmed Dossier packets emailed to external reviewers requesting response by mid-September
July	<ul style="list-style-type: none"> Updated AC23 Administrative Guidelines available on the Office of Faculty Affairs website
August 14-16	<ul style="list-style-type: none"> Promotion only, Tenure only, 6th year, and Early Tenure completed dossiers submitted to School Directors
September 19	<ul style="list-style-type: none"> School Administrative Support Managers (ASM) submit (electronically) 6th year dossiers to HR Consultant for format review
September TBA	<ul style="list-style-type: none"> Vice Chancellor for Academic Affairs conducts workshops for newly hired tenure-track faculty and administrators
Sept. 20 – Oct 4	<ul style="list-style-type: none"> HR Consultant returns 6th year dossiers to School ASMs
October 9	<ul style="list-style-type: none"> Candidates finalize 6th year dossiers and supplemental materials with School Director
October TBA	<ul style="list-style-type: none"> Office 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
October 14	<ul style="list-style-type: none"> 6th year dossiers submitted to School Committees
TBD	<ul style="list-style-type: none"> Chancellor’s Charge to College Promotion and Tenure Committee
October 28	<ul style="list-style-type: none"> School Committees return 6th year dossiers to School Directors
November 11	<ul style="list-style-type: none"> School Directors submit 6th year dossier reviews to College Committee
Dec 12 – early Jan	<ul style="list-style-type: none"> College Committee submits 6th year dossier reviews to College Dean
January 31	<ul style="list-style-type: none"> College Dean reviews 6th year dossiers and distributes to HR Consultant for final internal processing

February 1	<ul style="list-style-type: none"> • Deadline for all candidates to submit new factual information/materials to be included in dossiers undergoing review
March 1	<ul style="list-style-type: none"> • 6th Year Promotion and Tenure Dossiers are submitted to HR at University Park. • College Dean notifies 6th year candidates if dossiers were forwarded to the University Review Committee • College Dean notifies 6th year candidates of negative decisions at College level
April 24	<ul style="list-style-type: none"> • Deadline for College Dean to certify to the Office of Faculty Affairs that all provisional candidate dossiers have been reviewed
May 1 to June 1	<ul style="list-style-type: none"> • College Dean sends notification to 6th year and promotion candidates regarding Promotion and/or Tenure review status

**Promotion Only, Tenure Only, and Early Promotion/Tenure Follow 6th Year Review Schedule*

Legend:

6th Year Candidates and Promotion to Full Professor

All Candidates

Chancellor's Office

**Penn State Harrisburg
Promotion and Tenure Review Calendar
Fourth-Year Review Schedule**

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Date... *	Action...
May	<ul style="list-style-type: none"> College Dean informs School Directors to have 4th year candidates begin dossier preparation
May and September	<ul style="list-style-type: none"> School elections held to identify School Promotion and Tenure Committee members
July and August	<ul style="list-style-type: none"> Latest AC23 Administrative Guidelines available on the Office of Faculty Affairs' website School notified of candidates in their units and requested to edit and/or confirm list as appropriate
September 23	<ul style="list-style-type: none"> 4th year completed dossiers submitted to School Directors
October 21	<ul style="list-style-type: none"> ASMs submit (electronically) 4th year dossiers to HR Consultant for format review
TBD	<ul style="list-style-type: none"> Chancellor's Charge to College Promotion and Tenure Committee
October 22–Nov 1	<ul style="list-style-type: none"> HR Consultant returns 4th year dossiers to School ASMs
November 5	<ul style="list-style-type: none"> Candidates submit signed final copy of 4th year dossier and supplemental files to School Director
November 8	<ul style="list-style-type: none"> 4th year dossiers submitted to School Committees
December 6	<ul style="list-style-type: none"> School Committees return 4th year dossiers to School Directors
December 16	<ul style="list-style-type: none"> School Directors submit 4th year dossier reviews to College Committee
January 13	<ul style="list-style-type: none"> College Committee submits 4th year dossier reviews to College Dean
February 1	<ul style="list-style-type: none"> Deadline for all candidates to submit new factual information/materials to be included in dossiers undergoing review
February 9	<ul style="list-style-type: none"> College Dean reviews 4th year dossiers and distributes to HR Consultant for final processing
April 24	<ul style="list-style-type: none"> Deadline for College Dean to certify to the Office of Faculty Affairs that all provisional candidate dossiers have been reviewed
May 1 to June 1	<ul style="list-style-type: none"> College Dean sends notification to 4th year candidates regarding Promotion and Tenure review status

Legend:

4th Year Candidates (Including Fifth Year Reviews)

All Candidates

Chancellor's Office

Penn State Harrisburg
Promotion and Tenure Review Calendar
Second-Year Tenure Track Review Schedule

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

Date... *	Action...
September 3	<ul style="list-style-type: none"> • School Directors notify 2nd year candidates to prepare dossiers and supplemental materials
November 14	<ul style="list-style-type: none"> • First draft of second-year dossier submitted to School Director
December 9	<ul style="list-style-type: none"> • 2nd year candidates meet with School Director to finalize dossier and supplemental materials
December 13	<ul style="list-style-type: none"> • ASMs submit (electronically) 2nd year dossiers to HR Consultant for format review
January 13	<ul style="list-style-type: none"> • HR Consultant returns 2nd year dossiers to School ASMs
January 20	<ul style="list-style-type: none"> • Candidates finalize 2nd year dossiers and supplemental materials with School Director
January 23	<ul style="list-style-type: none"> • Candidate submits signed final copy of 2nd year dossier and supplemental materials to School Director for distribution to School Committee
February 1	<ul style="list-style-type: none"> • Deadline for all candidates to submit new factual information /materials to be included in dossiers currently under review
February 6	<ul style="list-style-type: none"> • School Committees return 2nd year dossiers to School Directors
February 21	<ul style="list-style-type: none"> • School Directors submit 2nd year dossier reviews to College Committee
March 23	<ul style="list-style-type: none"> • College Committee submits 2nd year dossier reviews to College Dean
April 13	<ul style="list-style-type: none"> • College Dean prepares 2nd year dossiers and distributes to HR Consultant for final internal processing
April 24	<ul style="list-style-type: none"> • Deadline for College Dean to certify to the Office of Faculty Affairs that all provisional candidate dossiers have been reviewed
May 1 to June 1	<ul style="list-style-type: none"> • College Dean sends notification to 2nd year candidates regarding Promotion and Tenure review status

Legend:

2nd Year Candidates (Including Third Year Reviews & Non-Tenure Line Reviews)

All Candidates

Chancellor's Office