

## TIMETABLE FOR TT & NTL TENURE AND/OR PROMOTION REVIEWS

### Academic Year Prior to Year of Review (All deadline dates are “on or before”)

<b>Mid February</b>	Workshop: NTL & TT Upcoming Deadlines (For Admin Staff)
<b>Mid April</b>	Workshop: Compiling a TT Dossier (Primarily for Admin Staff, open to Early Career Faculty) Workshop: Compiling a NTL Dossier (Primarily for Admin Staff, open to Early Career Faculty)
<b>April 10</b>	List of TT faculty going up for P&T review forwarded to academic unit heads from the OFADEI.  Notice provided to academic units to begin forming academic unit tenure and promotion review committees and select an academic unit representative for the CHHD Promotion & Tenure Committee.
<b>April 10</b>	List of NTL faculty going up for promotion review forwarded to academic unit heads and center directors from the OFADEI.  Nominations requested from academic units for CHHD NTL College Promotion Review Committee.
<b>April 25</b>	Academic unit head provides names of candidates for TT promotion-only and/or out-of-sequence tenure reviews to the OFADEI.
<b>April 25</b>	Academic unit heads/center directors provide the OFADEI with a list of candidates moving forward for promotion review in the upcoming academic year. This will include both candidates being recommended by the academic unit head/center director and candidates at the second rank asking to move forward for consideration after five-years in rank.  Nominations due from academic units for NTL College Promotion Review Committee.
<b>Early May</b>	Workshop: External Reviewer Process (Primarily for Admin Staff, Open to Early Career Faculty)
<b>May 1</b>	Elections for NTL College Promotion Review Committee open – ballot submission will continue for one week before final NTL College Promotion Committee will be formed.
<b>May 1</b>	Academic unit promotion and tenure review committees formed. Academic unit committee member list and name of representative to college promotion and tenure committee forwarded to OFADEI.
<b>May 15</b>	College-level NTL and P&T (TT) committee members will be announced.  Tenure and/or promotion candidates are to submit names of external reviewers to the OFADEI along with materials for distribution to external reviewers.
<b>May 15</b>	Research professor candidates are required to submit names of external reviewers to the OFADEI to move forward for promotion review along with materials for distribution to external reviewers.
<b>June 15</b>	Updated academic unit tenure and promotion guidelines for TT and NTL process submitted to the OFADEI.  OFADEI will begin the process of soliciting external reviewer letters and distributing material packets for review.  All annual reviews for faculty not undergoing tenure and/or promotion review are to be completed with summary results submitted to HHD HR and individual faculty members informed of results in writing by this date.
<b>July 1</b>	Updated college and academic unit tenure and promotion guidelines are submitted to the Provost’s Office as well as the TT and NTL committee member lists at the unit and college levels. This is also when the updated university tenure and promotion guidelines are disbursed to the colleges.
<b>Mid July</b>	Workshop: College & University Guidelines Updates (For Admin Staff)

**Academic Year of Review (All deadline dates are “on or before”)**

<b>October</b>	The OFADEI hosts the TT & NTL College Committee Charge meetings.
<b>November 1</b>	All reviews for faculty at non-University Park locations who have retained their tenure status in a college at University Park completed and forwarded to college deans.
<b>Mid December</b>	It will be standard practice moving forward, unless otherwise determined, that the CHHD P&T Committee reviewing 6th-year, tenure, and/or promotion candidate dossiers will meet either in-person or virtually for a majority of the workdays on the Thursday and Friday before winter break to complete the dossier reviews and votes.

**Additional deadlines in the year of review specific to type of candidate:**

	<b>6th-Year, Tenure and/or Promotion Candidates</b>	<b>4th-Year Pre-Tenure Candidates</b>	<b>2nd-Year Pre-Tenure Candidates and NTL Promotion Reviews</b>
<b>Academic unit review committee &amp; academic unit head review are completed, then dossier forwarded to OFADEI.</b>	November 22	January 10	February 10
<b>College review committee review completed &amp; dossier forwarded to Dean.</b>	January 10	February 10	March 10
<b>Factual changes or relevant dossier additions are submitted to the Department Head.</b>	February 1	N/A	N/A
<b>Dean’s review is completed.</b>	February 28*	March 10	April 10
<b>University review is completed.</b>	Mid-April	N/A	N/A
<b>Candidates are notified of results.</b>	Late April / Early May	March 15#	April 15#
<b>Results are due to the VPFA and published in Penn State Today.</b>	Early May	Early May	Early May
<b>Provision of additional feedback:</b>	None required. However, academic unit heads are encouraged to meet with candidates sometime after notification. Candidates may also review committee, academic unit head, and dean’s reports upon request (to the OFADEI).	Academic unit heads will meet with candidates as soon as possible after the review process is completed and before the end of the academic year. Candidates are provided with copies of all committee, unit head, and dean’s reports.	Academic unit heads will meet with candidates as soon as possible after the review process is completed and before the end of the academic year. Candidates are provided with copies of all committee, unit head, and dean’s reports.

\* Dossiers with positive recommendations by the dean and/or the college promotion and tenure committee are forwarded to University Promotion and Tenure Committee; candidates not moving forward are notified by this date.

^ Notification is in the form of a letter from the University President.

# Notification is in the form of a memo from the dean. Names of any candidates whose appointments will not be continuing are also forwarded to the Provost’s Office by this date.