

College of Engineering P&T Timeline		
Start Date	Responsibility	Action
TBD by Department Head	Department Head	Notifies potential candidate of eligibility for promotion and/or tenure review and provides electronic copies of departmental, college, and university policies, rules and procedures related to promotion and tenure. Confers with candidate regarding goals, promotion and tenure.
TBD by Department Head	Department P&T Committee	Reviews the portfolio of each faculty member and in accordance with college policies reports to the department head indicating the progress towards promotion and/or tenure as well as the strengths and weaknesses in each of the areas required for promotion and tenure.
TBD by Department Head	Department Head	Informs the candidate in writing of the department promotion and/or tenure committee recommendations.
TBD by Department Head	Candidate	With support from the department and college prepares the portfolio.
August	Department Head	Sends necessary documents to external reviewers.
October 1	Department Head	Provides completed portfolio, including letters from external reviewers to the Department Promotion and Tenure Committee. The portfolio can only be amended hereafter in accordance with department and college guidelines.
	Department P&T Committee	The committee reviews the completed portfolio of the candidate, compiles ballot results and writes letter of decision.
November 15	Department Head	Provides Department Promotion and Tenure Committee decision letter, Dossier Status Review Form, and department head's recommendation on promotion and continuous contract to the dean.
December 15	College P&T Committee	Reviews the department head's and the Department Promotion and Tenure Committee's recommendations.
		Informs the dean or comparable administrator if a department fails to follow department and/or college procedures.
		Reviews candidates' portfolios, makes recommendations and produces letter to inform the candidate of the committee's recommendations to be included in the portfolio. Returns portfolio to dean or administrator.
January 1	Dean	Reviews candidates' portfolios, makes recommendations and informs the candidate in writing of his/her and College P&T Committee recommendations.
February 18 (Set by Provost)	Dean or Administrator	The college dean or comparable administrator transmits to the provost all recommendations including numerical votes.
March	College Dean and Provost	The college dean meets with the provost to review each candidate. The provost's decision is indicated in writing.
March-April	Provost	Informs the president of the recommendations of the department head, college dean and the decision of the provost.
April-May	Provost	Sends final decisions to dean.
April-May	Provost	Prepares an official list of promotion and tenure decisions for distribution to relevant deans, comparable administrators, the vice-president for administration and finance, and the assistant vice president for human resource services.
May 2019	Dean/Department Head	The dean notifies the department head of the decision and the department head notifies the candidate.
First Day of Fall Semester	Human Resource Services and Budget Office	Promotion and tenure decisions become effective.