

CHS Promotion & Tenure Timeline

last update 5/2016

Date	P&T Candidates (CAN)	Department Chair/School Director (DC/SD)	CHS Promotion & Tenure Committee (CHSPTC)	Dean's Office (DO)
March	If you are considering P&T and have not already had a peer review of your teaching, arrange for one.	Identify CAN for following academic year		Provide timeline for P&T process
April 1	Review and familiarize yourself with College and Provost P&T documents – note which materials are from last year so you don't operate under outdated information.	Notify DO of CAN for following academic year Begin to identify external reviewers for CAN, per guidelines found at www.provost.iastate.edu/faculty-and-staff-resources/advancement and in the Faculty Handbook Identify members of dept/school P&T committee for following year If applicable, fill vacancy on CHSPTC by April 15		Receive CAN names Schedule date/time for CHS P&T meeting (late April – early May) using non-teaching times of CAN
April 15		Inform DO of CHSPTC representative for upcoming year and chair of dept/school PTC		Receive names of CHSPTC representatives and invite them to meetings
Late April – Early May	Attend CHS P&T meeting Meet w/ DC/SD by May 1 - Overview of whole process, timeline, and next steps - Suggestions for external reviewers - Supplemental materials deadline	Attend Provost P&T meeting and bring dept/school PTC chair Attend CHS P&T meeting Meet w/ CAN by May 1 - Overview whole process, timeline, and next steps - Suggestions for external reviewers - Supplemental materials deadline	Attend Provost P&T meeting (by invitation) Attend CHS P&T meeting	Attend Provost P&T meeting Facilitate CHS P&T meetings
May 1	Dossier preparation starts – due to DC/SD by June 15 Supplemental materials preparation starts – due to DC/SD no later than Aug 15 (DC/SD may set earlier deadline)	Invite external reviewers to provide reviews		
May 1 – June 15	Prepare dossier and solicit feedback from mentor(s) and DC/SD	Review dossiers / give feedback to CAN Follow up with external reviewers for commitment		

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By June 15	Dossier complete and given to DC/SD	Mail dossier / materials to external reviewers		
Aug 15	Supplemental materials due to DC/SD unless earlier deadline was established	External review letters to DC/SD – follow up with reviewers who are late – final deadline Sept 1 DC/SD and support staff compile dossiers and supplemental materials for department review		Send meeting request to Dean, Assoc Dean, and CHSPTC members – schedule for Sept 1-30
Sept 1 – 30			Attend meeting w/ DO - DO thanks / charge - Timeline - Future meetings - Elect CHSPTC Chair Notify DO of future meetings / elected Chair	Attend meeting w/ CHSPTC - DO thanks / charge - Timeline - Committee meets without DO presence Request name of CHSPTC Chair after meeting
Sept 1 – Oct 15		Department/School P&T Committee (DSPTC) meets and reviews dossiers and supplemental materials		Clarify date for submission to Office of the SVPP
Oct 15		DSPTC reports votes/outcome to DC/SD		
Oct 15 – Nov 1		DC/SD prepares chair evaluation for dossier DC/SD and support staff prepare dossiers and supplemental materials for submission to DO		
Nov 1		P&T materials due to DO - 1 dossier and flash drive organized according to guidelines provided by DO - Supplemental materials marked clearly in file box or other portable, covered container		P&T materials due to DO Preliminary check and communication with DC/SDs about issues Scan original dossier
Nov 1 – Dec 15 <i>(or first business day after)</i>			Review dossiers / supplemental materials, prepare college committee evaluation for dossier, report votes / outcome to DO	
Dec 15 – May	Early Jan – provide update memo, correct typos, etc. when DO asks			Dean's review; SVPP review; Board of Regents review

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What follows is a description of the last line on page 2 (Dec 15 – May)

Mid Dec – Mid Jan				Review dossiers / supplemental materials, prepare dean evaluation for dossier
Early Jan	When requested by DO, provide update memo re: status changes on grants, publications, awards, etc. –AND– make corrections to errors in materials			Request update memo and corrections to materials from CAN
Mid – late Jan (typically 3 rd Thu in Jan)				Submit dossiers to SVPP
Late Jan – early Feb				Dean meets with SVPP
Post-Dean/SVP P debrief meeting			Attend meeting w/ DO <ul style="list-style-type: none"> - DO thanks / update - Review of process - Upcoming new hires and the CHSPTC role in those - New for AY15 – Elect CHSPTC Chair for upcoming year 	Attend meeting w/ CHSPTC <ul style="list-style-type: none"> - DO thanks / update - Review of process - Upcoming new hires and the CHSPTC role in those - New for AY15 – Committee elects Chair Request name of CHSPTC Chair after meeting
Late April – Early May	Retrieve supplemental materials from DO			Board of Regents announcement; University announces; SVPP notifies CAN/DC/SD; supplemental materials ready for CAN to pick up