

## 2024 School of Public Health Tenure, Promotion, and Review Timeline

This document provides deadlines for faculty personnel actions including tenure and promotion, tenure only, promotion only, mid-term review and post-tenure review.

### Overall

By **March 1, 2024** – All selections for department and School P&T committees should be completed.

### Mid-Term and Post-Tenure Review (PTR)

**By March 1, 2024** - Faculty must submit mid-term and post-tenure review dossiers through Interfolio to their Department Head for subsequent review by the Department P&T Committee.

By **March 29, 2024** – The Department P&T committee must submit their completed reviews to the Dept Head

By **April 5, 2024** – The Department Head must submit their completed reviews to the School P&T Committee.

By **May 3, 2024** – The School P&T committee must submit their completed reviews to the Dean.

### Tenure & Promotion (including Tenure only and Promotion only)

By **March 1, 2024** – Department heads must notify faculty who are required to undergo mandatory mid-term, tenure only, tenure and promotion, and post-tenure review.

**March 15, 2024** – All potential candidates for tenure and promotion should have completed the DOF tenure and promotion workshop and met with their department head regarding their candidacy.

By **April 5, 2024** – All candidates who are applying for tenure and promotion, tenure only, and promotion only must: 1. Inform their department head of their intent to apply; 2. Provide a list of names and addresses for potential external reviews to their department head per SPH tenure and promotion guidelines; 3. Provide a draft external review packet to their department head. This is a hard deadline.

By **April 19, 2024** – The Department Head should provide feedback to the candidates on their materials for external review.

By **April 26, 2024** – Candidates must provide a final external review packet to their department head.

By **May 3, 2024** – The Department Head must have sent out all requests for external letters.

By **June 3, 2024** – Faculty must submit their full packet to their department head.

By **August 2, 2024** – The Department Head reviews the packet to ensure it is complete and requests any additional materials from the candidate.

By **August 16, 2024** – The Department Head sends the dossier to the Department P&T Committee.

By **September 6, 2024** – The Department P&T Committee submits their letters and recommendations to the Department Head.

By **September 20, 2024** – The Department Head submits their letters to the chair of the School P&T committee.

By **October 4, 2024** – The School P&T committee meets and votes on all candidates.

By **November 1, 2024** – The School P&T committee submits their final letters to the Dean.