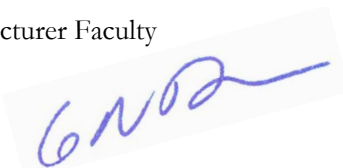


TO: Tenured, Tenure-Track, Clinical, and Lecturer Faculty
FROM: Carl N. Drummond
Vice Chancellor for Academic Affairs
DATE: April 28, 2023
SUBJ: Promotion and Tenure Timetable, 2023/2024



The general administrative timetable for the flow of promotion and/or tenure cases for 2023/2024 is shown below. Note that the reviews by the department/division and the school/unit precede the campus-level review.

*Notification to chair of intent to submit case for P&T or promotion with new external review letters... **May 14**

Notification to chair of intent to submit case for promotion with last year's letters**June 1**

Department Due Date.....No Later than August 18, 2023
Unit Due Date..... October 13, 2023
Recommendation to Campus Committee December 8, 2023
Campus Recommendation uploaded January 12, 2024
To Vice Chancellor..... January 19, 2024
VCAA Recommendation uploaded February 2, 2024
To Chancellor..... February 9, 2024
To West Lafayette..... March 1, 2024
Faculty notified of campus recommendation..... March 1, 2024
Faculty notified of Board decision..... Spring, 2024

The format (OAA 99-1) for tenured/tenure track, and clinical and (OAA 20-1) for lecturers and coversheet (OAA Form 153) can be found on the VCAA web page at <https://www.pfw.edu/offices/faculty-support/faculty/promotion-tenure>. Copies of the Guiding Principles of Promotion and Tenure (SD 14-35, SD 18-15 and SD-19-27) and the Procedures document (SD 14-36, SD 19-13) are also available on the VCAA page or the PFW Senate web page at <https://www.pfw.edu/committees/senate/ptdocuments/>.

Reminder that any probationary tenure track faculty serving during the COVID pandemic (spring semester 2020 through spring semester 2021, inclusive) is eligible for a one-time, one-year extension to their probationary period (OAA IOCGM 20-12, <https://www.pfw.edu/microsites/pfw-prepared/docs/OAA%20IOCGM%2020-12.pdf>)

*Note: Best practice recommends that process to secure external review letters begin no later than March 1.

Reminder that all P&T dossiers will be submitted and routed in Faculty Success.