

TO: Tenured, Tenure-Track, Clinical, and Lecturer Faculty
 FROM: Carl N. Drummond
 Vice Chancellor for Academic Affairs
 DATE: April 5, 2021
 SUBJ: Promotion and Tenure Timetable, 2021/2022

The general administrative timetable for the flow of promotion and/or tenure cases for 2021/2022 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 20, 2021
 Unit Due Date..... October 1, 2021
 Recommendation to Campus Committee December 10, 2021
 Campus Recommendation uploaded January 11, 2022
 To Vice Chancellor..... January 18, 2022
 VCAA Recommendation uploaded..... February 2, 2022
 To Chancellor..... February 9, 2022
 To West Lafayette..... March 1, 2022
 Faculty notified of campus recommendation..... March 1, 2022
 Faculty notified of Board decision..... Spring, 2022

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 (currently 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 PDF format.