

TO: Tenured and Tenure-Track Faculty
FROM: Carl N. Drummond
Vice Chancellor for Academic Affairs
DATE: July 1, 2019
SUBJ: Promotion and Tenure Timetable, 2019/2020



The general administrative timetable for the flow of promotion and/or tenure cases for 2019/2020 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 15**
Notification to chair of intent to submit case for promotion with last year's letters**June 1**

Department Due Date.....No Later than August 23, 2019
Unit Due Date..... October 4, 2019
Recommendation to Campus Committee December 13, 2019
Campus Recommendation uploaded January 14, 2020
To Vice Chancellor..... January 22, 2020
VCAA Recommendation uploaded February 5, 2020
To Chancellor..... February 13, 2020
To West Lafayette..... March 2, 2020
Faculty notified of campus recommendation..... March 2, 2020
Faculty notified of Board decision..... Spring, 2020

The format (OAA 99-1) and coversheet (OAA Form 153) can be found on the VCAA web page at <https://www.pfw.edu/offices/faculty-support/faculty/faculty-forms>. Copies of the Guiding Principles of Promotion and Tenure (SD 14-35) and the Procedures document (SD 14-36) are also available on the VCAA page or the PFW Senate web page at <https://www.pfw.edu/committees/senate/documents/>.

*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.