

**Mays Business School Promotion & Tenure Timeline (2024)**

**Departmental Timeline**

<b>April</b>	
April 29, 2024	Colleges/schools and departments establish the chair and committee for P&T for the upcoming cycle. It is recommended to release this information for transparency.
<b>May</b>	
May 13, 2024	Candidates must notify their department head if they wish to be considered for promotion in this cycle if their case requires external letters.
May 24, 2024	Candidate creates a list of potential external reviewers. The department/unit also creates a list of potential external reviewers.
May 27, 2024	Department selects at least 7 external reviewers that meet criteria for initial invitations and sends a preliminary "save the date" email.
<b>June/July</b>	
June 7, 2024	Candidates submit their materials to the department head or delegate for preliminary review and feedback.
July 5, 2024	Candidates upload their materials to Interfolio. The department head or delegate does a final review of the materials.
July 8, 2024	Department sends external reviewer requests through Interfolio and sets a due date and timeline for checking the status of the requests. If reviewers decline, additional reviewers may need to be invited to obtain the minimum required number of letters.
July 15, 2024	Department makes assignments as needed for completion of the sections of the department report and sets meeting dates/times to discuss the candidates.
<b>August</b>	
August 12, 2024	Mays Business School deadline to apply for P&T for cases that do not require external letters.
August 13, 2024	Mays Business School deadline for departments to conduct elections and name a replacement for their college P&T committee member, if applicable.
<b>September</b>	
September 6, 2024	Department P&T committee meets to discuss each candidate. After the meeting, the assigned member prepares the synopsis of the meeting and modifications are made to the report to reflect the opinions of the committee. A vote is completed according to department guidelines and recorded in the report. All members sign the report.
September 9, 2024	The department head notifies the candidate of the outcome of the department P&T recommendation.
September 13, 2024	Final reports are due to the department head. They complete their review and report.
September 16, 2024	The department head notifies the candidate of the outcome of the department head recommendation.
<b>September 20, 2024</b>	The dossier to this point, including the head recommendation, are due to the college/school. The college/school sets meeting dates/times to discuss the candidate. <b>DOSSIER MATERIALS ARE DUE TO THE DEAN'S OFFICE ON SEPTEMBER 20, 2024</b>

**College Timeline**

<b>April</b>	
April 12, 2024	Colleges/schools and departments establish and release their due dates for materials
April 29, 2024	Colleges/schools and departments establish the chair and committee for P&T for the upcoming cycle. It is recommended to release this information for transparency.
<b>September</b>	
September 1, 2024	Colleges/schools and branch campuses conduct elections for the University Promotion and Tenure Committees and convey two elected nominees to the Office of the Vice President for Faculty Affairs.
<b>October</b>	
October 7, 8, & 9	College/school P&T committee meets to discuss each candidate. After the meeting, the assigned member prepares the report to reflect the opinions of the committee. A vote is completed according to college/school guidelines and recorded in the report. All members sign the report.
<b>October 21, 2024</b>	Final college/school reports are due to the dean. They complete their review and report. <b>COLLEGE COMMITTEE LETTERS ARE DUE TO THE DEAN ON OCTOBER 21, 2024</b>
October 28, 2024	The dean notifies the department head of the outcome of the college/school P&T committee recommendation and the head notifies the candidate.
<b>November</b>	
November 4, 2024	Deans submit electronic copies of college/school chart (no need for college/school P&T and Dean's vote at this time), and candidate photos, for all candidates, to the Office of Faculty Affairs.
<b>December</b>	
December 2, 2024	Deans submit recommendations of cases to the Vice President for Faculty Affairs by forwarding complete dossiers of all candidates, through Interfolio, to the Office of Faculty Affairs.
December 2, 2024	The dean notifies the department head of the outcome of their recommendation, and the head notifies the candidate.