

**2024-2025 REVIEW TIME LINE
FACULTY PERSONNEL COMMITTEE**

Date	Contract Renewal	Tenure and Promotion to Associate	Promotion to Professor	Promotion to Senior Lecturer or Adj Asst Professor
2024 January - on or before January 31	Candidate notification	Candidate notification - candidates wanting to go up early should notify the Provost/DOF Office		Candidate notification
Invite colleagues to attend your classes				
February 5 - March 10		Meet with Mary Raschko to discuss external reviewers procedure		
Friday, March 1			Deadline for notifying Atarah Pinder in the PDOF Office of intention to be reviewed for promotion to professor	
Monday- March 25 @ 4:00 PM	Faculty Personnel Committee Information Session ZOOM Meeting			
Monday, April 1		Deadline - Submit an updated CV and list of External Reviewers to Mary Raschko.		
Monday, May 27		Deadline - Flashdrives with review materials for external reviewers DUE to Atarah Pinder		
Monday, August 5	Deadline - All review materials DUE in PDOF Office; Colleague letters DUE in PDOF Office. INCLUDING Release of Information Form.			
Wednesday, August 28 (or earlier if possible)				Notify Atarah Pinder in the PDOF Office of intention to be reviewed for promotion to senior rank
Monday, September 2	Faculty Personnel Committee Information Session ZOOM Meeting			
Tuesday, September 3		Deadline -Release of Information form to Atarah Pinder. Can be found on PROVOST-webpage ---> Forms and applications		
Monday, September 16		Deadline - All review materials DUE to Atarah Pinder in PDOF Office, including colleague letters		
Monday, January 13, 2025				Deadline - Review materials DUE in PDOF Office; colleague letters DUE in PDOF Office.