

**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 - <b>candidates wanting to go up early should notify the Provost/DOF Office</b>		Candidate notification
Spring semester - early fall	<b>Invite colleagues to attend your classes</b>			
February 5 - March 10	Meet with Mary Raschko to discuss external reviewers procedure			
Friday, March 1			<b>Deadline</b> for notifying Atarah Pinder in the PDOF Office of intention to be reviewed for promotion to professor	
Monday- March 25 @ 4:00 PM	<b>Faculty Personnel Committee Information Session ZOOM Meeting</b>			
Monday, April 1	<b>Deadline</b> - Submit an updated CV and list of External Reviewers to Mary Raschko.			
Monday, May 27	<b>Deadline</b> - Flashdrives with review materials for external reviewers DUE to Atarah Pinder			
Monday, August 5	<b>Deadline</b> - All review materials DUE in PDOF Office; Colleague letters DUE in PDOF Office. <b>INCLUDING</b> 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
Tuesday, September 3	<b>Deadline</b> -Release of Information form to Atarah Pinder. Can be found on PROVOST-webpage ---> Forms and applications			
Thursday, September 5 @ 4:00 pm	<b>Faculty Personnel Committee Information Session ZOOM Meeting</b>			
Monday, September 16	<b>Deadline</b> - All review materials DUE to Atarah Pinder in PDOF Office, including colleague letters			
Monday, January 13, 2025				<b>Deadline</b> - Review materials DUE in PDOF Office; colleague letters DUE in PDOF Office.