

## CAFNR Professional (NTT) Faculty Promotion Process Timeline\* (Rev. 5/23/2022)

The [Provost's Call Letter](#) is historically published annually in March. Please review the Call Letter carefully and refer to it as case packet is prepared.

**NOTE:** Deadlines in **red** are established by the Dean's Office or the Provost's Office. Deadlines highlighted in **GOLD** are coded in the RPT system. Dates in **black** are suggested by the Dean's Office; please **check with division office to confirm division deadlines!**

<b>Notice of Intent</b>	Apr. 1	Candidate notifies division director of intent; meeting scheduled
<b>External Review Process (5.5 months)</b>	Apr. 15	Candidate and division faculty submit names of possible external reviewers to division director
	May 1	Director sends out requests to external reviewers
	May 15	Candidate information uploaded in University's Review, Promotion and Tenure (RPT) system for external reviewers ( <i>refer to Provost's Promotion and Tenure Call</i> )
	Aug. 1	Link to materials provided to external reviewers via email sent through RPT system
	Sept. 30	External review letters due and added to RPT system
<b>Submission of Case Packet (6 months)</b>	<b>Oct. 1</b>	<b>Candidate case packet due in RPT system</b>
	Oct. 1-9	Division case manager review of case packet to verify the case is ready to move forward
	<i>Ongoing</i>	<i>Updates to case packet after Oct. 1 should be submitted to the <b>Division</b> (to be uploaded to the RPT system at the current level in the process, i.e., division, college/dean, provost)</i>
<b>Division Review (7.5 weeks)</b>	<b>Oct. 10</b>	<b>Access to case packet in RPT system provided to division P&amp;T committee and faculty in the Division at the rank of the promotion and above</b>
	Oct. 20	Comments by appropriate divisional faculty compiled by division P&T committee
	Oct. 31	Division P&T committee recommendation letter and record of votes due in RPT system
	<b>Nov. 1</b>	<b>Letter due to division director in RPT system</b>
	Nov. 1-7	Divisional hearing, if requested by candidate after negative recommendation; letter and record of votes is added to RPT system after hearing
	<b>Nov. 29</b>	<b>Division director recommendation letter due and added to case packet in RPT system</b>
	<b>Nov. 30</b>	<b>Case packet for faculty with positive recommendation due to CAFNR deans in RPT system</b>
	Nov. 30- Dec. 19	Director hearing, if requested by candidate after negative vote(s) or recommendation; letter and record of votes added to RPT system after hearing
	Dec. 20	Case packet for faculty requesting hearing due to CAFNR Deans in RPT system
<b>CAFNR P&amp;T Committee Review (6 weeks)</b>	Dec. 15	CAFNR P&T Committee organizational meeting no later than Dec. 15 ( <i>assign case reviewers</i> )
	Jan. 2	CAFNR P&T Committee given access in RPT system to case packets
	Jan. 2- Jan. 31	CAFNR P&T Committee completes review of case packets
	<b>Feb. 1</b>	<b>CAFNR P&amp;T Committee recommendation letter and record of votes due in RPT system</b>
	Feb. 2-13	CAFNR P&T Committee hearing, if requested by candidate after negative vote(s) or recommendation
	Feb. 14	CAFNR P&T Committee letter and record of vote uploaded to RPT system after hearing
<b>CAFNR Dean's Review (4 weeks)</b>	Feb. 1-19	CAFNR Deans review final case packets
	<b>Feb. 20</b>	<b>CAFNR Dean recommendation letter added to RPT system</b>
	Feb. 21- Feb. 27	CAFNR Dean hearing, if requested by candidate after negative recommendation
	Feb. 28	CAFNR Dean post-hearing letter due in RPT system
<b>Case Packet to Provost</b>	<b>Mar. 1</b>	<b>Fully complete case packets are due in RPT system by 5:00 p.m.</b>
<b>Effective Date</b>	<b>Sept. 1 (the same year)</b>	<b>New appointment effective (with favorable decision by the Provost)</b>

\*Dates may change to reflect updates to the Provost's Promotion and Tenure Call or changes to the University or CAFNR processes and procedures.

\*\*Except for Provost due dates, if a date falls on a weekend or holiday, the deadline is the first business day following the weekend/holiday.