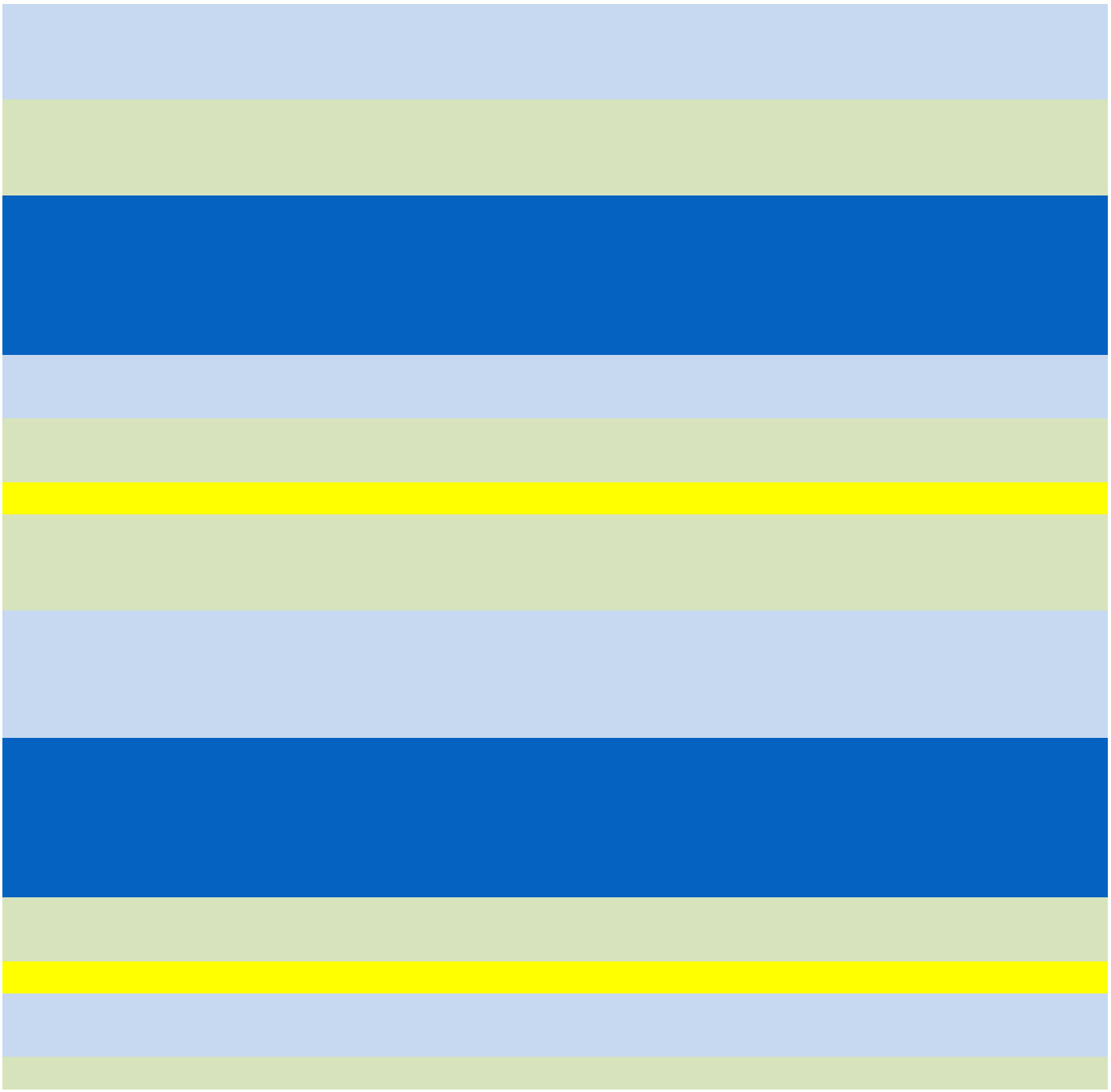
Due Dates:	Item:	Notes:
July 15	**P&T**	



Jan. 9 – Feb 24 *dates*	**SPE** Department committee meets, reviews, and evaluates on dossiers.	
January 9 no later than	**3rd year review**	Interfolio dossier(s) complete and released for review to department by Chair/Director who has reviewed the dossier(s) in Interfolio.
January 9 – February 3 no later than	**3rd year review**	Department committee meets, reviews and votes on dossier(s). Writes and uploads report(s) in Interfolio. ***Candidate(s) has 5 days to reply.***
Jan. 16	**P & T Associate to Full and Assistant to Associate, NTT, and Third-Year**	Submit names of all Tenure-track faculty planning to apply for promotion in the Fall to the Dean's office via the chart.
FEBRUARY		
Feb. 3	**P&T**	Submit P&T Rep Names for Department and College Committee
Feb. 5	**P&T** Associate Dean reminds chairs about external letters	
February 6 – February 24 no later than	**3rd year review**	Interfolio dossier(s) released for Chair/Director level review. Writes and uploads letter(s) in Interfolio. ***Candidate(s) has 5 days to reply.***
Feb. 14	**P&T:** Chair's contact potential external reviewers	
Feb. 19	**SPE** Department committee meets, reviews, and evaluates on dossiers.	
Feb. 19	**3rd year review** Interfolio packets released for College level review	
February 27,	**3rd year review**	Interfolio dossier(s) released for College level review.
Feb. 28	**SPE** packets forwarded to Dean review	
MARCH		
3/1/	**PTR**	Unit heads must have completed the review process at the departmental level and provide a written assessment and rating, which includes the review and recommended rating of the Unit Advisory Board. This should include a 5-day rebuttal period for faculty to review submission and provide an additional narrative.

Mar. 14	**P&T** - Must send Dept. P&T rep names for College Committee and Department Committee Names	
March 27 – March 31	**3rd year review**	College committee meets, reviews and votes on dossier(s). Writes and uploads report(s) in Interfolio. ***Candidate(s) has 5 days to reply.***
March 28	**PTR - Chairs submit names for PTR (mandatory and for the 20% volunteers).**	
March 31,	**3rd year review**	Interfolio dossier(s) released for Dean level review.
APRIL		
April 1	SPE Letters	SPE letter from the Dean
April 3 – April 28,	**3rd year review**	Dean reviews dossier(s). Writes and uploads report(s) in Interfolio. ***Candidate(s) has 5 days to reply.*** **Dig*
April 10	**SPE** Interfolio packets released to Provost level	
April 16	**PTR - Provost notification letters distributed to faculty, Unit Head, and Dean for 2024 cycle.**	
April 17-30	**PTR - Deans finalize 2024 cycle. If applicable, the one-time bonus will be distributed in late April/early May and the merit-based salary increase will be effective at the beginning of the next academic year.**	
April 25	**PTR - The Provost's Office will randomly select volunteers and notify the colleges.**	
April 29 *o*	**P&T:** Candidate packets	mailed to external reviewers through Interfolio
April 28	**PTR - Colleges begin opening cases for faculty to assemble their dossiers.**	
MAY		