

**University Libraries**  
**2020-2021 Promotion and Tenure (P&T) Calendar**

<b>Date Due</b>	<b>Task</b>	<b>Responsible</b>
March 16, 2020	Faculty will be notified, in writing, of their eligibility for Promotion and/or Tenure and provided with a link to the P&T calendar and guidelines.	Interim Director of Libraries
May 15, 2020	Library Faculty Assembly Chair appoints Promotion Portfolio Review Committee for P & T portfolio review and Library Director appoints Library Promotion Committee.	LFA Chair/Interim Director of Libraries
June 30, 2020	Promotion and tenure portfolio completed; Eligible Faculty Member submits portfolio to Promotion Portfolio Review Committee for review.	Eligible Faculty Member/ Promotion Portfolio Review Committee
July 31, 2020	Promotion portfolio returned to eligible faculty member with recommendations for improvement.	Promotion Portfolio Review Committee
August 31, 2020	Promotion portfolio revisions completed and final portfolio submitted to Libraries' Promotion Committee.	Eligible Faculty Member/ Libraries' Promotion Committee
September 1, 2020	Libraries Promotion Committee reviews candidate portfolios.	Libraries' Promotion Committee
October 5, 2020	Libraries Promotion Committee's assessment of candidate portfolios complete. Committee makes recommendation to Director of Libraries.	Libraries' Promotion Committee
October 16, 2020	Director of Libraries submits the approved portfolios to the University P & T Committee to begin the review and approval decision.	Interim Director of Libraries
November 16, 2020	University P & T Committee submits the approved portfolios to the Associate Provost for Faculty Affairs to begin the institutional review and approval decision.	University P & T Committee
December 7, 2020	Associate Provost for Faculty Affairs submits the approved portfolios to the Executive Vice President for Academic Affairs & Provost to review with the President and approval decision.	Associate Provost for Faculty Affairs
February 5, 2021	Promotion and Tenure Decision Letters Distributed	Provost
February 26, 2021	USG Extract – Preparation of Report to the Board of Regents	Provost