

ACADEMIC YEAR—FA 2018

July	~5	<u>Administrative Guidelines</u> (with revisions) made available electronically at http://www.psu.edu/vpaa/pdfs/p_and_t_%20guidelines.pdf Important: Unit Heads must review revisions and then update their unit guidelines accordingly and seek faculty approval. Unit Heads need to submit their guidelines and unit's committee members to the Dean by September 9 of each year.
August	16	External evaluations for joint appointments due to the Dean's Office
September	7	Unit's P&T Guidelines and unit's P&T committee names due to Dean's Office
	7	Sabbatical Applications due to the Dean's Office
November	~10	Dean receives sabbatical approvals from Old Main
	~13	Dean sends memo regarding sabbatical approvals to sabbatical applicant and unit head
	30	6th-year tenure and promotion dossiers completed at the Unit level and forwarded to the Dean's Office.
December	4-Jan 25, 2019	College P&T Committee's review period of 6th-year tenure and promotion dossiers.
SP 2019		
January	~4	PSU Laureate Nominations Due to Old Main
	~16	Faculty Senate Nominations due to Dean's Office
	~30	Faculty Senate Ballots due to Dean's Office
	28-Feb 28	Dean reviews 6 th year and promotion dossiers
February	1	4th -year dossiers completed at the Unit level and forwarded to the Dean's Office
	4-22	College P&T Committee's review period of 4th-year dossiers.
	~14	All factual changes or new information must be submitted for 6 th year and promotion dossiers
	22	College P&T Committee completes reviews for 4th-year dossiers and forwards to the Dean.
March	1	All positive recommendations by the Dean (and all positive reviews prior to the Dean's review for final tenure regardless of the Dean's recommendation) forwarded to the University P&T Committee via Office of Human Resources.
	1	Consult with the Dean on early tenure candidates
	4-Apr. 18	Dean's review period of 4th-year dossiers.

- 15 Unit P&T committees need to be elected, preferably with chair appointed by March 15. The unit representative to the College P&T committee also needs to be selected by this time.
- 23 Names of people being considered for promotion and early tenure due to the Dean's Office for review
- 28 2nd-year dossiers completed at the Unit level and forwarded to the Dean's Office.
- April 2-20 Dean's review period of 2nd-year dossiers.
- 25 Unit Head/Director Yearly Evaluations due to the Dean's Office
- ~25 Dean completes 2nd and 4th-year reviews and notifies faculty whose appointments will not be continued, in accordance with the provisions of HR-23.
- 26 Unit elections for committee seats should conclude by the last day of spring classes with results forwarded to the Dean's office by 5pm.
- 26 Unit recommendations for committee seat nominations should be submitted to the Dean's office the last day of spring classes by 5pm..
- 30 Post Tenure Reviews due to the Dean's Office
- 30 College Input on academic unit leader/director due to the Dean's Office
- May 2 External Names for P&T due to the Dean's Office
- 3 Recommendations will be reviewed by the Dean, Faculty Council Chair, and the Faculty Advisory Committee (FAC) for up to five working days with final determination for the last day of the spring semester.
- ~3 All final decisions on promotion and tenure completed by the President based on recommendations of the Executive Vice President and Provost; all candidates notified of the results of the reviews.
- 15 Dean completes Fixed-Term Promotions
- June 3 Private Consulting Forms due to the Dean's Office
- 3 Faculty Evaluation Logs due to the Dean's Office
(For all faculty not having a promotion or tenure review in 2012-13, annual personnel evaluations completed and faculty informed of results of these evaluations, in writing.)
- 3 College Committee Representatives due to the Dean's Office
- 3 Unit peer review committees formed; committee membership and name of representative to College P&T committee forwarded to the Dean's Office.
- 30 Dean completes Post-Tenure Reviews