

UNIVERSITY PROMOTION AND TENURE 2023-2024

Promotion to **Associate Professor and/or Tenure**

ACTION ITEMS & DUE DATES

Below is a checklist of action items that must be followed in order to ensure compliance of all steps of the P&T process. Please take care to complete each item, and to have each initialed by the appropriate responsible party upon completion. **This completed form must be returned with complete dossier package.**

*Note: All Promotion & Tenure materials must be submitted **electronically** to ko86@njit.edu. A Shared Google Drive is preferred.*

	ACTION ITEM	RESPONSIBLE PARTY (RP)	INITIALS of RP	DUE DATE
<input type="checkbox"/>	CVs of candidates being considered for promotion submitted to Department P&T Committee together with a list of potential external reviewers	candidate		5/15/2023
<input type="checkbox"/>	Lists from both the candidate and the Dept. P&T Committee to be submitted for Dean's review	Chair of the Dept. P&T		6/5/2023
<input type="checkbox"/>	Requests sent out for peer review and additional reference letters indicating a requested receipt date of no later than 11/1/21	Chair of the Dept. P&T		no later than 9/11/23
<input type="checkbox"/>	Names and accompanying CVs (Microsoft Word format) of candidates for promotion/tenure submitted to Office of the Provost	Chair of the Dept. P&T		10/2/23
<input type="checkbox"/>	Complete dossier due to Department P&T Committee	candidate		10/31/23
<input type="checkbox"/>	Department P&T Committee to meet to review candidates	Dept. P&T committee		no later than 11/13/23
<input type="checkbox"/>	Final/Confirmed (updated, if necessary, from 10/2/23 submission) list of candidates submitted to Office of the Provost	Chair of the Dept. P&T		No later than 11/20/23

<input type="checkbox"/>	Written notification of recommendation or otherwise to candidate	Chair of the Dept. P&T		within (3) days of Dept. P&T review meeting
	<i>Below rows contained in red box apply ONLY to candidates appealing a negative recommendation by Dept. P&T Committee</i>			
<input type="checkbox"/>	Meeting with Dept. P&T committee [See 4.5.2.3.5 Reconsideration of a Negative Recommendation]	Candidate and Dept. P&T committee		No later than 12/4/23
<input type="checkbox"/>	Written notification of Dept. P&T Committee decision after additional deliberation given to candidate	Chair, Dept. P&T		Within one week of candidate meeting with Dept. P&T Committee
<input type="checkbox"/>	Written appeal sent to dean if Dept. P&T Committee decision is upheld [See 4.5.2.3.6 Appealing a Negative Recommendation]	candidate		No sooner than one week and no later than eight weeks after the candidate meeting with the Dept. P&T Comm.
<input type="checkbox"/>	All recommendations sent to Dean with complete dossiers of candidates	Chair, Dept. P&T		no later than 12/15/23
<input type="checkbox"/>	Complete dossiers submitted to Office of the Provost	Dean's Office		1/19/24 (first Friday in spring semester)

NOTE: Deadline for submission to University P&T Committee of additional information for dossier (limited to grant/contract awards and paper acceptances) is **2/19/24**.

****An information session hosted by the University P&T Committee will be held in both the spring and fall semesters for any faculty member interested. ****