

UNIVERSITY PROMOTION AND TENURE 2023-2024 CALENDAR OF DUE DATES

*Note: All Promotion & Tenure materials must be submitted **electronically** to ko86@njit.edu.*

CONSIDERATION

DUE DATE

(by close of business on date noted)

Promotion to Distinguished Professor

Complete dossiers submitted to Office of the Provost	10/31/23
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Promotion to Professor

Initial list of names & accompanying CVs (Microsoft Word format) of candidates submitted to Office of the Provost	5/30/23
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FINAL list of names & accompanying CVs (Microsoft Word format) of candidates submitted to Office of the Provost	10/9/23
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Complete dossiers submitted to Office of the Provost	11/1/23
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Deadline for submission to University P&T Committee of additional information for dossier (limited to trade reference letters, grant approvals or paper acceptances)	11/30/23
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Promotion to Associate Professor and/or Tenure or Tenure Consideration Only

Initial list of names & accompanying CVs (Microsoft Word format) of candidates submitted to Office of the Provost	10/02/23
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FINAL list of names & accompanying CVs (Microsoft Word format) of candidates submitted to Office of the Provost	11/20/23
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Complete dossiers submitted to Office of the Provost	1/19/24
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Deadline for submission to University P&T Committee of additional information for dossier (limited to trade reference letters, grant approvals or paper acceptances)

2/19/24

DOCUMENTATION REQUIRED FOR A COMPLETE DOSSIER:

For detailed information refer to the [promotion and tenure](#) page of the website.

1. Completed checklist of action items
2. Department/Academic Unit P&T Form completed and reviewed by Department or Academic Unit P&T Committee
3. Dean's form accompanied by dean's evaluation of candidate
4. (1) copy of Curriculum vitae in required format
5. Letters of reference
6. Letter writers summary document
7. Dossier material and documentation

All submissions must include the necessary required documentation materials and should clearly delineate accomplishments since hiring for tenure decisions, and the last promotion and/or tenure for tenured faculty. Complete dossiers should be submitted by the Office of the Dean (*except for self-nominations for consideration for promotion to Distinguished Professor*).

CONSIDERATION

DUE DATE

Third-year Review

Due to Department P&T Committee
Due to Dean
Due to Provost

1/26/2024
3/4/2024
3/29/2024

Additional information can be found on the [promotion and tenure](#) page of the [Provost's website](#).