

# UNIVERSITY PROMOTION AND TENURE 2023-2024

## Promotion to **Full Professor**

### ACTION ITEMS & DUE DATES

Below is a checklist of action items that must be followed in order to insure 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](mailto:ko86@njit.edu) via a Shared Google Drive.*

	ACTION ITEM	RESPONSIBLE PARTY (RP)	INITIALS of RP	DUE DATE
<input type="checkbox"/>	Eligible faculty members who wish to be considered for promotion submit their CVs to the Department P&T Committee	Candidate		no later than 5/1/23
	<i>NOTE: Any action items below apply to those pursuing promotion</i>			
<input type="checkbox"/>	Candidate supplies Dept. P&T Committee with list of 4 -8 names for letters of reference	candidate		no later than 5/7/23
<input type="checkbox"/>	Lists from both the candidate and the Dept. P&T Committee to be submitted for Dean's review	Chair, Dept. P&T		5/15/23
<input type="checkbox"/>	Requests sent out for peer review and additional reference letters, indicating a requested receipt date of no later than 9/10/21	Chair, Dept. P&T		no later than 5/30/23
<input type="checkbox"/>	Names and accompanying CVs ( <b>Microsoft Word format</b> ) of candidates submitted to Office of the Provost	Chair, Dept. P&T		5/30/23
<input type="checkbox"/>	Complete Dossier due to Department P&T Committee	candidate		9/11/23
<input type="checkbox"/>	Department P&T Committee meets to review candidates	Dept. P&T committee		no later than 9/29/23
<input type="checkbox"/>	Final/Confirmed (updated from 5/3/21 submission) Names and accompanying CVs ( <b>Microsoft Word format</b> ) of candidates submitted to Office of the Provost	Chair, Dept. P&T		No later than 10/9/23
<input type="checkbox"/>	Written notification of recommendation or otherwise given to candidate	Chair, Dept. P&T		within one week of Dept. P&T review meeting
	<b><i>Below rows contained in red box apply ONLY to candidates appealing a negative recommendation by Dept. P&amp;T Committee</i></b>			

<input type="checkbox"/>	Meeting with Dept. P&T committee [See <b>4.5.2.3.5 Reconsideration of a Negative Recommendation</b> ]	Candidate and Dept. P&T committee		No later than 10/16/23
<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*	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 10/23/23
<input type="checkbox"/>	Complete dossiers submitted to Office of the Provost	Dean's Office		11/1/23

\*Please refer to Section 4.5.2.3.6 of the Faculty Handbook.

**NOTE:** Deadline for submission to University P&T Committee of additional information for dossier (limited to grant/contract awards and paper acceptances) is **11/30/23**.

**\*\*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. \*\***